CARL SANDBURG HOME
NATIONAL HISTORIC SITE

ARCHIVES ASSESSMENT

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Cultural Resources Stewardship
Southeast Regional Office
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Approved: Connie Hudson Backlund 03/13/00
Superintendent Date

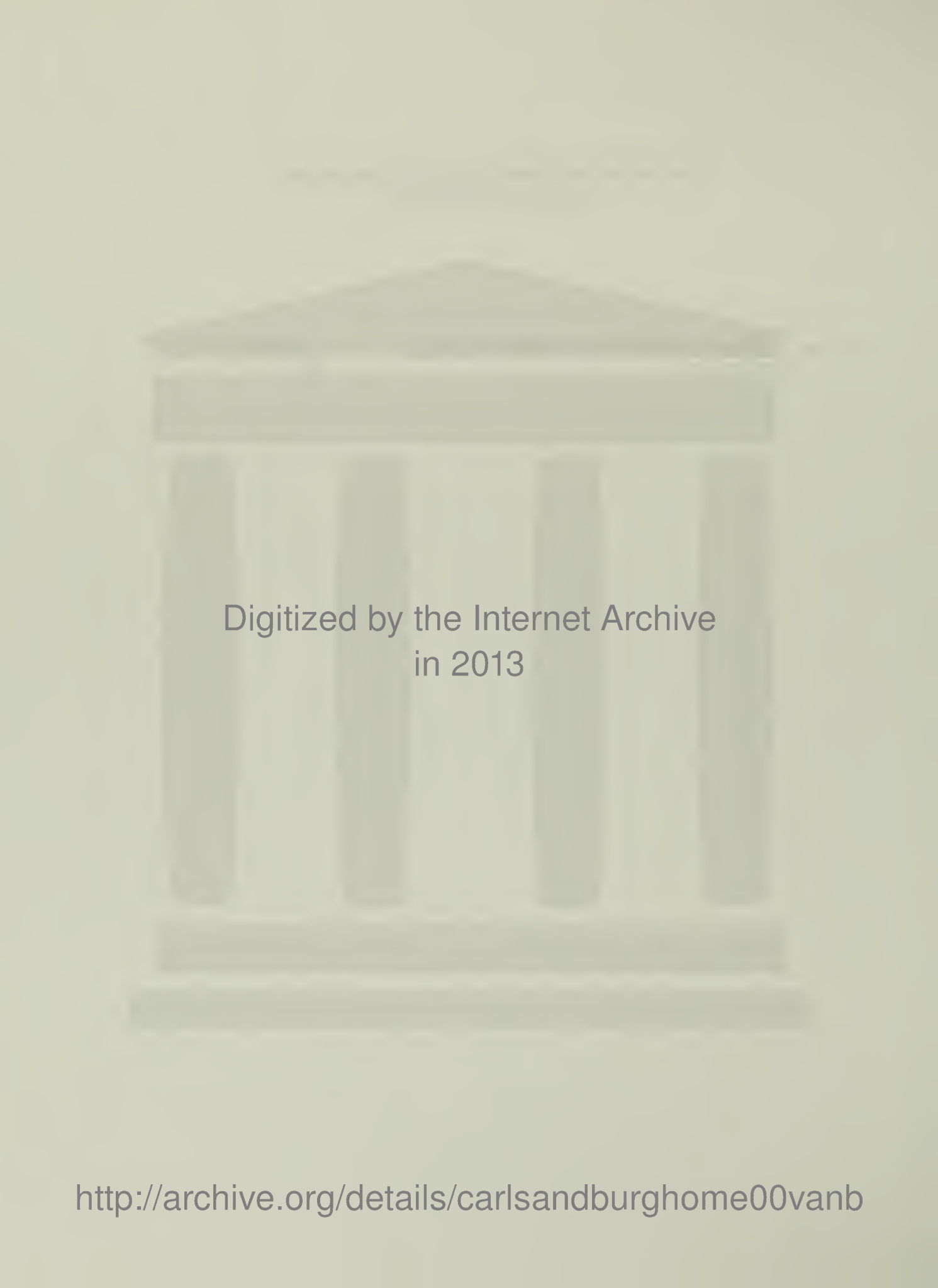
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TABLE OF CONTENTS

Executive Summary 2

Chapter 1 Introduction 4
- Collections History 4
- Park Museum Plans 7
- Recommendations 8

Chapter 2 Archives Procedures 10
- Legislation 10
- Records Management, Retention and Disposition 10
- Establishing a Park Archives 13
- Procedures 15
- Recommendations 17

Chapter 3 Collection Conditions and Preservation 18
- Current Conditions of Buildings with Archival Collections 18
- Preservation Requirements 22
- Recommendations 28

Chapter 4 Unaccessioned Collections 30
- Eligible Collections 31
- Collections Processing, Description and Cataloging 48
- Recommended Collection Arrangement 50
- Recommendations 51

Chapter 5 Accessioned Collections 55
- Storage Conditions 55
- Storage Recommendations 58
- Current Intellectual Access 59
- Proposed Intellectual Access 60
- Proposed Intellectual Access Recommendations 63

Appendices

I. Records Types and Disposition 65
II. Hygrothermograph Charts 68
III. ANCS Catalog Records and Archives Container Lists 73
IV. Selections from "CARL Automated Catalog System Cataloger and Data Entry Handbook" 86

EXECUTIVE SUMMARY

This Archives Assessment is the result of a park site visit by the author from March 23 to 27, 1998. It is designed to provide guidance for park staff to properly house, arrange, describe, and catalog their archival collections. The plan was requested and funded through Museum Collection Preservation and Protection Program funds for FY1998. Park staff who assisted on this site visit are the Museum Technician (now Curator) Lynn Savage, Chief of Resources Management Warren Weber, Administrative Officer Ann Staley, Chief of Visitor Services Carol McBryant, Chief of Maintenance Johnnie Wright and Superintendent Connie Backlund.

A park archives serves both as a repository for donated manuscripts of historical figures relevant to the park's story, and as the source for all documents pertaining to the history of the park itself. This includes research project reports and associated records such as field notes, administrative materials (such as copies of the superintendent's reports), the history of interpretation at the park (including copies of park publications), and the history of cultural and natural resource management decisions. Personal papers are also archival collections as they document important activities, but are generated by a different source and for a different reason. Thus, personal papers are to be treated in the same manner with the same considerations as resource management records generated by park staff. All collections require archival descriptions and archival catalog entry into ANCS+ for accurate representation at the national level.

As the volume of collections at the park is huge, the collections are considered here in two categories. The first category is collections that have been donated since the inception of the park or have been generated by NPS staff and are unaccessioned and uncataloged. The second category is the collection donated by the Sandburg family and the University of Illinois; these are considered part of the "museum collection" by park staff and have been accessioned and cataloged.

These two categories of collections require the same end result of archival description. However, based on the volume and complexity of the collections, their needs to accomplish the desired end goal are very different. Some of the collections, particularly the photographic image collections, date to before 1987 and so are eligible for backlog cataloging funds. The remainder of collections post-dating 1987 will have to be processed as part of the Curator's on-going duties or funded through other sources. Since the site visit, the park has received Regional-level funding approval for a backlog cataloging project to address the park's uncataloged archives collection. This project should address the document, photographic and magnetic media, and oversized plans and maps discussed in the collections below.

The cataloged collections, acquired from the family at the founding of the park or later from the University of Illinois, are extremely large and of a very high level of complexity. These collections, although cataloged, have no archival descriptions in place. Accomplishing this task will require a trained professional archivist, preferably someone experienced in large author's collections or with Carl Sandburg specifically. As these collections are already cataloged, the park will have to rely upon CRPP funding or an outside funding source.

The park's archival collection is becoming more intellectually accessible and more widely known, and requests from researchers to use the materials will likely increase. The Curator already has a wide array of time-consuming tasks and duties; the park will be hard-pressed to provide the level of professional reference services required by the NPS Museum Handbook and archival standards. Volunteers are inappropriate to assign many of the reference-related tasks for a variety of reasons, and should not be relied upon. Additionally,

it is likely the Curator's workload will continue to increase as the park expands its outreach programs to the general public, the NPS, and the regional professional museum community. It is thus recommended that the park establish a second permanent position to care for and facilitate access to its extensive museum object and archives collections and support the Curator. It is important to note that since the site visit, the Museum Technician position has been upgraded to that of Curator. However, this does not off-set the large workload of the position as the sole permanent support staff for the museum object and archives collection.

CHAPTER 1

INTRODUCTION

Collections History

In 1945, Carl Sandburg and his wife Lilian, in search of a warmer climate, privacy and space for dairy goats, decided to relocate to Flat Rock, N.C. The estate that captured the Sandburg's attention was originally built in 1838 by Christopher G. Memminger (who later was the Secretary of the Treasury of the Confederate States of America), and named "Rock Hill." Upon the death of Memminger, the estate was sold to Colonel William Gregg, who apparently never occupied the house. In 1900, the estate was sold to Captain Ellison Adger Smyth, who renamed it "Connemara." Carl Sandburg purchased the estate in 1945 from the Smyth family. Carl Sandburg and his family (wife Paula Sandburg, three daughters – Margaret, Janet and Helga, and later his youngest daughter's two children Paula and John Carl) moved to the historic antebellum home. A freight train box car transported 42,000 pounds of boxes to relocate their belongings (and Carl Sandburg's library) from Michigan, and the family moved in. Lilian Sandburg continued raising dairy goats, and retained her herd line name "Chikaming" after their home county in Michigan. The period of significance for the house is considered to be 1959 to 1962, in terms of furnishing the Main House.

Upon the death of Carl Sandburg in 1967, his wife Lilian ("Paula") Steichen Sandburg decided upon donating, and later selling, the family home and the vast majority of its contents (the house in the end was actually sold). However, before the National Park Service (NPS) took ownership in 1968, Lilian and other family members tried to rearrange some of the furnishings and paper documents of Carl Sandburg for the NPS. This included putting away clutter and putting out for display plaques and photographs. Then, upon acquiring the house but before opening it to the public in 1974, Helga Sandburg Crile, her daughter Paula Steichen (Polega) and NPS staff rearranged this tidying up to create a semblance of original family clutter. A wide date range of materials was displayed in order to recreate the original appearance of the house during Carl Sandburg's lifetime. This rearrangement then impacted the later cataloging efforts of NPS staff, who cataloged all items in the house primarily by location, or who have used the "original location" as a method of conceptualizing the collection(s). There are questions about the appropriateness of this arrangement. Currently, when touring the home, on Carl Sandburg's downstairs office desk, items spanning from 1930 through 1968 are on display. One questions if Carl Sandburg would have had such a wide date range on hand, or if his clutter would have been more representative of the issues at hand on any given day.

The park was at first administered by the Blue Ridge Parkway, headquartered in Asheville, N.C., 40 miles to the north, until the park was opened and became its own administrative unit in 1975. In those intervening seven years, much work was done to the home and property. This included rearranging collections in the basement of the Main House and Swedish House, restoring and rehabilitating dilapidated structures and dams, and, according to anecdotal evidence, the disposal of many artifacts deemed too voluminous in multiple copies (such as original milk bottles). It is possible that copies of administrative materials, such as Superintendent's Annual Reports, within the Blue Ridge Parkway's archives may include references to the early administration of Carl Sandburg Home NHS. A review of the Parkway's archives by that park's Curator did not locate any documents pertaining to the administration of CARL.

Another major event in the history of the park's collections was Carl Sandburg's agreement to the sale of his collection ("library") in 1955 to the University of Illinois in his home state. University staff came to the house in 1956 and took items of choice, books (including rare first editions of early books), manuscripts, newspaper clippings of his articles, stereoscopic photographs, lifetime-acquired memorabilia, and letters. In the 1956 report generated by two University staff after their visit to Connemara, the goat farm records also are listed, as are hundreds of Steichen photographs and numerous objects (such as Lincoln memorabilia, walking canes and guitars). A special Sandburg room was proposed within the University's library to Carl Sandburg as part of the agreement, but this did not come to pass.

This original 1955 agreement was never documented by "highly legal" documents (per University of Illinois affiliated correspondence); further, Carl Sandburg wished, and did, retain many materials for his continued works. In 1956, the University removed 150 boxes of papers and books at a total of 8,560 pounds. After Carl Sandburg's death in July of 1967, University staff came to the estate and removed additional materials from the home. Moreover, Lillian clearly intended for the completion of this agreement to occur despite the sale of the estate/property to the NPS, per a letter dated October 30, 1967. In it, she expresses her commitment to send materials (books and correspondence) to the University in fulfillment of the standing agreement. On December 28, 1967, she executed a Deed of Gift to the University for the donation of more of the collection, specifically "books, papers, letters, clippings and items of memorabilia, all formerly owned by Carl Sandburg." Literary rights to all materials remained with her and the family, and she retained letters of a personal nature. In the Deed of Gift are specified approximately 15,410 books and volumes, 50 cartons of clippings from the basement, correspondence files (amount unspecified) and a book of clippings from the *Chicago Daily News*. The University did not collect the material in Mrs. Sandburg's Deed of Gift in a timely fashion (not until 1979, see below), and many of the materials and books were never removed (specifically not the 50 cartons of clippings, not all of the correspondence nor all of the *Chicago Daily News* clippings books). However, current park staff were led to believe by Margaret Sandburg that the University came twice to remove materials from the estate between Carl Sandburg's death and the acquisition of the property by the NPS. No documentation was located to support this, but extensive research has not been conducted yet in the park's records. Unfortunately, in her cleaning up of the house before handing it over to the NPS, Mrs. Sandburg burned many of her personal records, including some of her goat management records. According to previous park staff, Mrs. Sandburg felt these records were unimportant as they were outside the mission of preserving the legacy of Carl Sandburg. Hence, there are large gaps in the materials left behind from Mrs. Sandburg's office despite the volume of material remaining on-site.

From 1968 to 1972, NPS and University staff exchanged extensive correspondence regarding the library and archival materials at the estate (Connemara). On Oct. 17, 1972, the University donated all remaining books at the estate to the NPS (CARL Accession 30).

Most of the books removed by the University of Illinois were taken from all floors of the house, leaving great gaps in the shelves; NPS staff later filled these gaps with the remaining books taken from the basement (first floor) of the house. This action then left gaps in the basement, that in turn were filled by magazines from the Swedish House.

In 1979, University staff indicated a renewed interest in obtaining all remaining archival and manuscript materials from the estate, under the 1955 agreement. As NPS solicitors determined that the 1955 agreement was still binding and valid, University staff removed more archival materials (no books) in 1979 and 1980. Penelope Niven (McJunkin), the biographer of Carl Sandburg, assisted in this transaction by pulling materials for the University; she left small notes with scanty references as to what material she removed in the place of the objects taken. In addition to books, many cartons of clippings were not removed as outlined in Mrs. Sandburg's Deed of Gift.

In correspondence dated 1980, NPS staff were cataloging materials in the estate, including many objects covered under the Carl Sandburg/University of Illinois agreement. The Southeast Regional Curator at that time was of the opinion that all archival materials were to be kept together as a coherent collection at the University of Illinois and so all should be shipped out; the NPS should not squander valuable resources on cataloging voluminous collections it did not own. Discussions were entered into with the University staff, and in June, 1981 an agreement was reached as to what would be retained by the NPS, and the University relinquished all further claims to what ever library /archival materials were remaining at Connemara. Per the agreement, copies of Sandburg recordings, copies of photographs, etc. were to be provided by NPS to the University, and the University was to furnish copies of magnetic recordings, inventories of the Sandburg collection when processed, and copies of photographs upon request.

At no time were the collections created by other family members included in the University's discussions, except for correspondence between Carl and Lilian to be retained by Lilian and the mention of the goat records in the 1955 trip report. The University of Illinois possesses the couple's personal letters.

A National Endowment for the Arts/National Endowment for the Humanities grant to the University for the processing of the Sandburg collection provided for much arranging of the collection. The University staffs' decision from 1955 onwards was that because only a segment of the whole Carl Sandburg collection had been received, they would wait for all materials to be donated before any processing and description of the collection began. A monograph was published by the University of Illinois on its Sandburg Collection; all finding aids to these collections should be obtained from the University and copies included in the appropriate accessions, as well as the park Library for general reference.

The museum collection has been housed in a number of locations prior to the completion of the new storage facility. As of 1984, the museum collection, including a large volume of documents, was being stored in the Tenant House. By 1988/1992, a Bally building had been purchased. The Bally building held the furnishings and newspaper clippings, while the photographs, Carl Sandburg related letters and small museum objects were placed in the climate controlled Tenant House. Other paper collection materials were left in "historic" (original) Sandburg locations including file cabinets and cardboard boxes.

Upon completion of the Museum Preservation Center (MPC) in 1995, all collections were relocated from the Bally and the Tenant House buildings. Further, materials were removed from the Main House and Swedish House and placed in storage, in accordance with the room from which they were removed. As can be seen from the history of the collection, the resulting order is not the "original order" in which they were kept by the Sandburgs, either for the storage of newspapers and magazines in the Swedish House or for the basement. Most of the materials from the upper floors of the house were in "historic" locations. Exceptions to this include books moved to fill in empty spaces left by the University of Illinois' removals (see above), and the materials placed on tables and desks by NPS staff and Sandburg family members for visitor viewing.

Cataloging of the contents of the Main House and Swedish House (the paper and book items) began after the park became its own independent unit. The first cataloging paradigm implemented individually cataloged each item, down to the individual newspaper clipping. Letters and all ephemera were removed from books and cataloged individually as were the books. Later, c.1986, lot cataloging was implemented, lumping items together based loosely upon how they were found (such as papers in envelopes). Collection titles were assigned to each "lot" by the cataloger; guidelines were eventually developed by park staff to ensure uniformity in the description of these collections; this is referred to as a "cataloger's notebook," prepared by Curator Judy Hellmich in early 1989. Spatial parameters, material types and subject matter all combined to define a collection or lot; these include filing cabinets, cardboard boxes, and other large "filing" units as employed by family members. The Cataloger's Notebook provided uniformity, however, the vast quantity of material to be cataloged, time pressures resulting from limited staff funding, and multiple staff cataloging the collection contributed to undermining the complete uniformity of the cataloging effort.

Most all items are now cataloged within the Main House, except for the occasional item uncovered during housekeeping and preservation/conservation work, etc. Much of the early material was typed onto the catalog cards (18,000 records), pre-dating the creation of the computer database system the NPS Automated National Catalog System or ANCS. Park staff have been slowly but systematically entering all old catalog cards into ANCS and correcting data as necessary. Approximately 2,000 typed catalog records remain to be entered into the cataloging database.

A few park staff have worked at the park from its dedication to the present; the Chief of Resources Management Warren Weber and the Historic Carpenter Glen Barnwell in particular will retire in the next few (two to three) years. Park staff should conduct oral histories or exit interviews with these retiring individuals, documenting their recollections of park operations, resource management decisions, projects that are not well represented in the park's collections, etc.

There are a number of Carl Sandburg and Sandburg family materials in collections across the country. Repositories holding important collections of Carl Sandburg materials include the Library of Congress, the University of Virginia, the University of Texas at Austin, Knox College in Illinois, and Duke University. The Sandburg materials in the Library of Congress collections are summarized in the booklet "Carl Sandburg" by Mark Van Doren, 1969. Helga Sandburg and Margaret Sandburg collections are held by the University of Illinois. For a comprehensive list of all Sandburg family repositories, refer to Penelope Niven's book *Carl Sandburg: A Biography*.

Other related collections include the C.G. Memminger Papers at the Library of the University of North Carolina, Chapel Hill. Copies of Smyth family photographs are present in the park's photographic collections; some were donated by a Smyth family member while the donation of the rest of the images is poorly documented. Smyth family members and Ballard family members (Mr. Ballard was Mr. Smyth's estate overseer) were interviewed for two works, *From "Rock Hill" to "Connemara": The Story Before Carl Sandburg* by Louise Howe Bailey (1992) and the *CARL Cultural Landscape Report* (1993). Based upon the bibliographies of these two works, these interviews are not permanently housed at any repository, and thus may only exist as notes kept by the authors.

Park Museum Plans

A number of plans and reports have been generated that impact the park's archives collections. A Collection Management Plan (CMP) was begun in 1988 and completed in 1992; and a Collection Condition Survey (CCS) was conducted in 1992. A Preventive Conservation Guide and Housekeeping Plan was completed in 1990. The Scope of Collection Statement (SOCS) was approved in 1991. Harpers Ferry Center (HFC) Paper Conservator Nancy Purinton visited and produced a report titled "Paper Collections" in 1997. A Fire and Security Survey was conducted in 1994; unfortunately this preceded the completion of the Museum Preservation Center.

The CMP is now dated, since the museum collection has moved from the Tenant House to the new curatorial facility and many other recommendations have been adopted. The CCS and HFC Paper Conservator's report address specific object treatment concerns and the paper conservator's report centers primarily on the books; there is some overlap between this report and the "Paper Collections" report for storage recommendations. The Paper Conservator's recommendations will be cited here as applicable for ease of reference.

The Housekeeping Plan and Preservation Conservation Guide was produced in 1990 to accompany the Historic Furnishings Report; it is thorough in its consideration of the Main House, and does address storage concerns in the Swedish House. Topics addressed include a light monitoring program, pest issues, consumptive use and the need for reproduction rugs, fire and security including key control measures, in

addition to a housekeeping schedule. The plan should be updated to reflect current conditions in the park, and include the cleaning of stored objects and the MPC in general. Housekeeping practices recommended should be evaluated as well in light of current professional recommendations. These include recommending the placement of Mylar as a barrier between dissimilar objects on display instead of acid-free buffered or unbuffered paper (implemented since the 1990 report). Also the use of an HEPA-filtered, multi-speed vacuum should be recommended, and the motor speeds recommended for various object types. (This has been implemented since the 1990 report). The use of the dusting product "Dust Bunnies" is not mentioned as an alternative to dusting with a clean soft cloth. Further, the use of glass cleaners on framed photographs should be reconsidered, as the off-gassing cleaning products may be harmful to the underlying photograph and the park no longer uses these products. The wax products recommended for coating iron objects has been revisited by a metals conservator; the conservator's recommendations should be reflected in the revised document.

While the Scope of Collection Statement adequately addresses the museum collection and thus the archival materials acquired by the NPS in 1968, it is in need of revision to formally outline and establish a collection policy for park generated and park related archival materials. Also, it traces the University of Illinois's acquisition history of collection materials, but does not indicate whether or not there is a master compilation of University collection finding aids.

Park planning documents are cited that touch upon important areas of interpretation. However, the explanations of the importance of Christopher G. Memminger and Ellison A. Smyth are insufficient to support acquiring items associated with them. Ellison A. Smyth in particular needs more elaboration, as the park has already acquired a photograph collection from a Smyth family descendent. Interpretation of Lilian Sandburg's goat business is supported, but other family members are discussed only as part of the family life that nurtured Carl Sandburg. However, the SOCS does state that obtaining collections of other family members, including materials removed by Margaret Sandburg when she moved from the house, are a priority for the park collection.

"Documents and photographs of the park's administrative history are not incorporated into the museum collection. However, these records are important in documenting efforts to preserve the site and its structures and will be preserved." As the park is in the process of establishing a park archives that will include park records and that will be part of the museum collection, the SOCS and this statement in particular need to be completely revised. The revised statement should include the types of resource management related records eligible for collection, the types of collections already incorporated into the collection, and the management of the archives as part of the museum collection. The types of eligible park records are discussed below in Chapter 3. Further, park related collections such as the Friends of Connemara and materials from the Flat Rock Playhouse should be considered for addition to the park archives. These collections and reasons for their acquisition are discussed below in Chapter 4.

Recommendations

1. If one does not exist, assemble complete copies of all University of Illinois finding aids, and place the copies in the park Library and museum document collection in the MPC office. Include the "Carl Sandburg" booklet of the Library of Congress holdings, and copies of finding aids to the C.G. Memminger Papers at the University of North Carolina, Chapel Hill. **One to two years.**

2. As a longer-term project, assemble a comprehensive list of all finding aids for all Carl Sandburg and Sandburg family member collections for the repositories listed in Penelope Niven's work *Carl Sandburg: A Biography*. Initial research may be conducted over the World Wide Web via the National Union Catalog of Manuscript Collections and RLIN/OCLC, which may require access from an area member library. **Two to three years.**

3. Update the Housekeeping Plan to reflect the current storage arrangements, park practices and cleaning needs of the collections. **One to two years.**

4. Revise the SOCS to elaborate upon the history of the Smyth period of Connemara, and to provide for the creation of a park archives. Outline the types of eligible materials to be considered for the archives. **One year.**

CHAPTER 2

ARCHIVES PROCEDURES

Legislation

Legislative authority for park archival and records management work is as follows: *Records Disposal Act of July 7, 1943*, as amended (44 USC 366-376, 378-380*); Federal Property and Administrative Services Act of 1949*, as amended (44 USC 391-401); *Federal Property Management Regulations*, Subchapter B, Archives and Records, Part 101-11, Records Management*; Department of Interior Manual*, Parts 390-384, Records Creation and Disposition; and the *Federal Property Management Regulation*, Subchapter B, Archives and Records. NPS guidance includes the following: NPS-19*, Records Management Guidelines*; DO-28, *Cultural Resources Management Guidelines*, Chapter 9; and the *Museum Handbook*, Part II, Appendix D.

A park archives serves both as a repository for donated manuscripts of historical figures and events relevant to the park's story, and as the source for documents pertaining to the history of the park itself. The latter includes research project reports and associated records such as field notes, administrative materials (such as copies of the superintendent's reports), the history of interpretation at the park (including copies of park publications), and the history of cultural and natural resource management decisions. Also recommended for long-term retention because of continuing use issues are copies of all land acquisition and easement documents. All personnel related materials are still to be retired to the National Personnel Records Center (Civilian) in St. Louis, Missouri.

Groups of park documents were reviewed for eligibility to be included in the museum collection as a park archives, and as government-generated records, attention is paid here to records management issues as related to the NPS. Following this discussion, archival protocols and preservation requirements are then discussed, and finally an overview of the document collections reviewed during the site visit is presented. Electronic records, except for GIS data, are not discussed here, as there is no formulated government wide nor service wide policy for the retention and disposition of electronic records. Staff should stay alert to the development of an electronic records policy and its potential impact to the park archives.

Records Management, Retention and Disposition

The whole underpinning philosophy and paradigm of records management within the NPS is being rethought in light of NPS best practices and continuing technological impacts on communications. NPS-19 and its attendant Records Disposition Schedule are under revision, to be reissued as a Director's Order. This revision has served as the catalyst for reexamining the role and function of records within the operations of NPS activities and by extension how resources management and records disposition serve or hinder NPS operations. Moreover, new operating policies for the National Archives and Records Administration (NARA) are being proposed in the Federal Register, that may impact how park's store their inactive documents.

The current system of records management and disposition as promulgated in NPS-19 focuses on "official records" and "unofficial records." Official records are original documents created or received by a park in the

course of performing the daily business of the NPS. Unofficial records, or sub-official, encompass duplicate copies of official records and documents generated in association with a resource management project (e.g., archeological field notes). Non-official records are materials not created by a government agency, and include donated manuscripts (e.g., letters written by an eminent figure associated with the creation of a park), collections of personal papers, organizational records of non-governmental entities such as businesses or civic groups, and collections accrued by private individuals. See Appendix I for a more detailed discussion of records types and dispositions. Currently only sub-official and non-official records may be placed in a park's museum collection, after evaluation against the park's Scope of Collection Statement (SOCS) for retention if appropriate. By law, NARA is responsible for the official records of the federal government, once the records are no longer actively needed and have reached their disposition date. Non-official records, such as manuscript collections, are not governed by the NPS Records Disposition Schedule and NARA. These may be included in a park's museum collection based upon its SOCS.

Under the new methodology proposed in draft DO-19, instead of a record's importance being primarily dictated by its form (a signed original or a copy), a record's primary importance is to be determined by the actual information it carries. This new philosophy divides records into "permanent" and "temporary;" copies are to be considered just copies and so are not addressed. Permanent records have permanent, continuing value to resource management. Temporary records have a limited use life in the operations of a park (or support office). There is even discussion of the notion of "permanently active" records, those materials needed for the long-term, ongoing management of park resources for the NPS to fulfill its agency mandate. The criteria for permanent and temporary also take into account the office of creation - a permanent record for one office, such as a regional office, may be temporary for a park because it is a distributed copy for general reference only. Temporary records are to be retained as long as indicated by the revised Records Retention Schedule. After their allotted retention time, temporary records may be disposed of by parks or retained longer if still needed. Many of the disposition time frames outlined in NPS-19 will be retained in the new DO-19 disposition schedule, particularly for fiscal, routine administrative, law enforcement, forms covered under NARA' General Records Schedule 20 and other daily operational materials. Permanent records may also be retained as long as actively needed for use and reference.

Under the draft DO-19, permanent records are to include land acquisition records, park planning documents, documents pertaining to cultural and resource management decisions and projects, and documents pertaining to the history of the administration and interpretation of a park. The concept of resource management records has been broadened in DO-19 from existing definitions in NPS-19 (i.e., associated project records, such as field notes) to include documents that previously would not be considered permanent (such as construction reports) but because the topic of information is a park resource (e.g., a historic building on the National Register of Historic Places) the documents are permanent and thus must be saved in perpetuity rather than destroyed like similar documents pertaining to non-resource subjects. Many of these types of records may also be considered "permanently active."

Currently, parks are to send inactive records that have yet to reach permanent disposal dates to a regional Federal Records Center (FRC), administered by and part of the National Archives and Records Administration (NARA). Records at an FRC may be recalled for use by a park, and then returned to the FRC once no longer needed. At the end of the retention period requirement as established by the NPS Records Disposition Schedule, FRC staff will notify a park that records have reached the end of their retention period. However, NARA will not specify the disposition action, either permanent destruction or archiving into NARA per the disposition schedule. Thus, it is essential that archival documents (resource management, lands, and other records of continuing need and use) not be shipped to a FRC and then either destroyed or transferred to the National Archives, and equally essential that temporary budget, fiscal, law enforcement and personnel records not be retained at the park occupying scarce storage space.

Under the newly proposed NARA protocol, parks will have three avenues to choose between to provide accessibility to their inactive (no longer actively needed or in use) records before the records are permanently destroyed or retired to the National Archives. Under the new proposal, parks may still send inactive records to a NARA FRC for public access and storage as under the current procedure, but now a fee will be charged per the Office of Management and Budget. Under review is the ability for parks to arrange for storage at an off-site commercial repository, or to retain their own records on site. In both cases, professional archival parameters of preservation and access set by NARA must be met. These archival parameters include security, fire protection, appropriate storage techniques, climate controlled environment, and widely disseminated collection finding aids. Once the inactive records have reached their disposition date, records are to be destroyed or transferred to the National Archives for permanent storage. These changes in NARA practices and policies are currently under review in 36 CFR Parts 1220, 1222 and 1228. NARA is still the designated final repository for all permanent records of the NPS. These new changes in records definitions and storage procedures will not be reflected in DO-28 *Cultural Resources Management Guidelines* and the Museum Handbook, Part II, Appendix D, "Museum Archives and Manuscript Collections," until these documents are revised.

Individual NPS records managers have devised strategies and recommendations to assist park staff improving their own park records management system. These include the avoidance of prong folders; the creation of new folders for every fiscal year for all NPS file code files in active use; the proper labeling of folders with file code, title, year and disposition schedule; the creation of permanent records on acid-free paper from the outset to ensure the document's longevity (not recycled paper); minimize the use of rubber bands, metal fasteners and stickie notes; ensure file folders and filing cabinets are not overfilled leading to mechanical damage to papers; to not use labels (which can fall off) but instead write directly on the folder tab; the use of high quality folders that are half or full cut for permanent records files. Records managers strongly recommend that every disposition action be fully documented in writing and filed under A7227 (or the new equivalent thereto). Information that needs to be recorded includes date, person, disposition action, disposition authority/ authorities, comprehensive listing of disposed files, and the signature of a witness. If disposition is a regularly scheduled event, there is no incriminating evidence for inspection during a legal action. Disposition actions must be defensible in a court of law.

In compliance with DO-28 and NPS-77, records managers recommend parks establish comprehensive, stand-alone "project files" for resource management, park infrastructure and research projects, and that these project files not be assigned NPS file codes. These files should contain copies of all contract documents including substantive change orders and specifications, DI-1's, "as-builts" for finished construction projects, for research projects copies of all researcher field notes, a copy of the final report, and any other materials generated by the project in question. Checklists for various resource management projects are provided in D)-28 and NPS-77. Thus, staff are assured that a full set of documents covering an entire project are gathered, in order of creation and project evolution, in one place. It also averts problems when some fiscal records are filed separately from other project materials, thus potentially loosing critical data from a project's life history. These project files, upon completion of the project, should then be retired to the park's museum archives for long-term reference.

The separation of routine administrative records from project records is recommended practice in the General Records Schedules as well. It is anticipated by NARA that routine administrative records are temporary with short retention spans before destruction. Project records, on the other hand, are expected to have long retention periods, be permanent, and have potential (if not anticipated) archival value. See the December 1998 Introduction to the General Records Schedules (http://gopher.nara.gov:70/11/managers/federal/schedule).

The *Museum Handbook,* Part II, Appendix D, "Museum Archives and Manuscript Collections," governing the creation and management of park archives and manuscript collections, does not reflect this pending paradigm shift. It reflects the guidelines of NPS-19, and states that non-official records, or only the limited "associated project records" are eligible to be retained by a park for its museum collection archives. The new paradigm is

also not reflected in DO-28, *Cultural Resources Management Guidelines*. Both Appendix D and DO-28 will be revised to reflect the changes in NARA policy and NPS records management upon their finalization.

Much of the park staff-generated materials reviewed during the site visit are eligible for inclusion in the park's archives, but ineligible materials were also found, namely fiscal, law enforcement or personnel related documents. Many of the eligible records reviewed, including "historic" Central files records, contain valuable data, are currently needed for continued park use and so have been permanently set aside by park staff, and will continue to be needed by staff for park management, such as the plans and maps generated by the Maintenance Division. In such cases, recommendations are for duplication for disaster and security purposes or to prevent further document deterioration from overuse and poor storage conditions (e.g.,. acidic folders, overcrowded file drawers). These collections are discussed below in Chapter 4.

Records management training is available to NPS employees, although often from other federal agencies. The Administrative Officer should contact the SERO training officer for further assistance in locating appropriate training opportunities for her and her staff. The Administrative Officer should establish a records review policy. When reviewing all materials in the current park files for appropriate disposition, she should involve the park Curator, resource management and maintenance staff in addition to herself and the Superintendent. These staff members should form the nucleus of a records disposition board, to review all records before formal disposition by the Administrative Officer. This will afford the opportunity for the park to ensure the retention of important documents, for park resource management, the history of interpretation of the park's resources and research projects conducted either on park lands (archeological or historical) pertaining to the park's mission.

Establishing a Park Archives

If a potential collection is site-related and relevant to the park's SOCS, it should be appraised for inclusion in the archives. Archival appraisal involves determining a collection's administrative, artifactual, associational, evidential, informational and monetary value to the park. The collections evaluated during the site visit are ranked on a scale of 1 to 6 on the Archival and Manuscripts Collections Survey Forms. Administrative value refers to the collection's usefulness for park management, as in the case of resource management records. Artifactual value refers to the collection's intrinsic value as a unique or rare object of material culture or as an art object, and is often related to qualities that make for good exhibit value. Associational value refers to the collection's creation or ownership by eminent site-related individuals or groups, or its relationship to famous site-associated events. Evidential value refers to the collection's ability to serve as legal or historical proof of an activity or event because of the presence of authenticated original documents, such as wills or marriage certificates or land deeds. Informational value refers to the subject content of the collections, such as the entities, locales, objects, events, projects and processes documented. Monetary value refers to the dollar value placed upon rare or collectible archival documents and manuscripts, such as autographed letters or photographic prints.

Instructions for establishing a park archives are delineated in the *Museum Handbook*, Part II, Appendix D, "Museum Archival and Manuscript Collections." Guidelines for locating, processing, describing, and providing access to archival collections are presented here and in *Conserve O Grams* 19/15 and 19/16. The instructions for cataloging archival collections in Appendix D are now outdated; the new ANCS+ program allows for a much greater depth of data capture for an archival collection than did ANCS. The ANCS+ System Manual provides instructions that supercede Appendix D for cataloging. Once a collection is determined to warrant placement in the park's archives, it is to be accessioned at the collection level as a single unit with a single number. The title in the Accession Book should be that of the collection and include the inclusive date range of the collection's documents. If an archives cataloging project is to be performed by cooperative agreement or contract, the collections in question must be accessioned into the museum collection

upon identification. The collection should then be cataloged as a whole, i.e., all materials in the collection regardless of media are lot cataloged under one catalog number. The full description, cataloging, and finding aid production may occur at a later date. If an item is particularly rare or valuable it may receive its own catalog number for security purposes; if relocated for safekeeping, a separation sheet is to be completed. ANCS+ allows for the individual recording or inventorying of an item (e.g., a slide or negative or construction plan) within the lot catalog number for the whole archival collection.

Per Appendix D, NPS archival collections are to be properly described as part of the cataloging process. This entails developing finding aids that consist of a title page, an optional introduction page, a comprehensive collection-level survey description, a folder list, and a correspondent and subject indexes to the folder lists.

Cataloging within ANCS+ is structured so that a collection level record can be entered within the Collections Management Module, and then further refinement of the collection be accomplished in the Archives Module. This refinement of information entails the description of collections in progressively finer units of detail, and can occur at a later date by a professional archivist. The first level after the collection level is the "series" level; this would be, for example, all K files in a park's Central files record collection. The next (third) level of description is the sub-series level, which following the same analogy would be all D62 files. The fourth level of description is the file unit level, such as the D6226 file for FY1989. The last, and finest, level of description is at the item level, such as an individual piece of correspondence. For maps, and example would be the park's maps and plans collection, the entire contents of the map cases being the collection. A series arrangement could be established based upon park structure, at the file level would be each set of plans for a project (a project could be at the sub-series level if it involved a main structure, a parking lot, and other sections of a construction project). The item level would be each separate sheet within the set of plans. While some collections of written and photographic materials do not need to be (and should not be) described to the item level, others, such groups of materials (such as construction plans) may need item level access points for staff and researchers to efficiently use the collection. Some collections may be amply described at the series and then file unit level, thus providing the level of access needed by researchers but limiting the expenditure of time on description (by eliminating the sub-series and item level descriptions).

Occasionally, staff may determine that access by correspondent or person is not as great a priority as having access points provided reflecting a park's unique structure or organization. This is particularly true for parkways that are organized by roadway segments. Other large parks may find district information or some other geographic unit of a high priority. However, for donated manuscript collections, the persons writing, receiving and being discussed in the manuscripts is of the utmost importance.

In addition to Scope and Content Notes, pathfinder guides concerning the most frequently asked research topics need to be developed. This needs to encompass not only all the documents in storage, but those still on public display. Major topics of interest to scholars and non-park NPS researchers need to be addressed, as well as NPS researchers addressing resource management issues. A repository guide would be useful to tie together the archival, book and three dimensional collections, as well as basic information pertaining to the archival collections held at other repositories. These could be produced by park staff upon completion of the professional archivist description project, particularly as staff would have the needed in-depth knowledge of park generated collections.

Occasionally, it is not clear whether materials belong in the park archives or its library. Publications that are not original to the site (not NPS generated) or are not rare belong in the library. In smaller parks, rare books are housed in the museum collections for security (greater property control) and preservation. Rare books and those original to the site are to be cataloged into the museum collection, but may also be cataloged into the library collection for referral. For a definition of a rare book, see *Conserve O Grams* 19/2, "Care and Security of Rare Books," and 19/3, "Use and Handling of Rare Books." Published resource management report copies may appear in both the museum (archives) and library collections. The NPS recommendation per Appendix D

is that a park archives retain a copy of every publication produced in the park, including by concessionaires and cooperating associations, and copies of publications resulting from research utilizing park collections and resources since park libraries rarely have security.

Procedures

A number of guidelines, Standard Operating Procedures (SOPs), and finding aids for the general public will need to be produced once the archives is established. These include a reference room SOP, a duplication SOP, a publication request SOP, a processing plan with SOPs for arrangement and description, and for finding aid and guide production as well as for the production of researcher guide pamphlets on broad, commonly researched topics called "pathfinder" guides. Eventually, the collections should be entered into national archival databases, in particular the National Union Catalog of Manuscript Collections (NUCMC). This requires only a very basic registration form that may be submitted over the internet at the Library of Congress Web site.

In addition to an archives module, ANCS+ will print copyright statements, a visitor use log (if visitors are entered into the program's database), and other collection management features. However, park staff will still have to draft a Guidelines for Researchers SOP, an Access and Use policy, duplication policy, pathfinder guides and a repository guide. Refer to the *Museum Handbook*, Part II, Appendix D (referred to hereafter as simply Appendix D) for guidance on formulating an Access and Use policy. Park staff and archival contractor(s) need to be versed in copyright issues that may apply to the park, so that the appropriate copyright statements will be included in a collection's description and catalog record. It is recommended that the park use the copyright/privacy restriction statement included in ANCS+.

As public institutions, NPS archival repositories are open to the public without qualification as to academic or professional status. Materials that have been published or made available to any individuals (including park staff) for research must be equally available to all researchers (e.g., the press or outside scholars). But park staff are also charged with the responsibility of preserving these collections. The aim is to establish and implement policies that substantially reduce the risk of damage or loss to the collection while providing access.

Restrictions can be legitimately imposed on access to a collection only for the following reasons:

1) The requisite staff is not available to supervise outside researchers (and so the visit will have to be rescheduled).

2) The information is judged to be sensitive and restricted by law. This includes items protected under the Archeological Resources Act of 1979 (such as the location of archeological sites), materials protected under law regarding an ethnographic informant's confidentiality, and data relating to threatened or endangered species which may be restricted under Public Law 105-391, Section 207. Refer to laws and regulations described in the Museum Handbook, Part III, Chapter 1, "Evaluating and Documenting Museum Collections Use," and Chapter 2, "Legal Issues."

3) The material was received with a donor-imposed restriction that it could not be made available for use for a specified period of time, subject to the provisions of the Freedom of Information Act.

4) The materials are unprocessed or in fragile condition.

5) The material includes photographs, audiotapes, videotapes or other materials which lack release forms. There may be privacy issues; there is no "fair use" of private materials. Only copyright has a fair use exemption and then it is only for scholarship, education, parody, criticism and news reporting. If the materials

may be private, access is completely denied until the death of the individual is documented. Again, refer to MH-III, Chapter 2 "Legal Issues."

6) The collection contains photographs of burials, sacred sites or religious ceremonies, and so may be restricted under NPS policies. (Note: These materials may be available for reference, but not for reproduction. Most archives now actively work to locate non-sensitive alternatives for such potentially sensitive documents. If the document has already been published and access cannot be restricted, an attempt is made to provide a full descriptive context for the image by explaining why the image was originally created and what the current community standards are.)

7) Images or other documents contain information on private (i.e., non-famous) living individuals or their homes from whom the ethnographer has not received permission to publish. (Note: In general, the courts call any public disclosure of private information on an individual an invasion of privacy. The courts generally state that neither the famous nor the dead have a right to privacy.)

8) The collection contains items that contain potentially slanderous material, or documents that contain potentially libelous material on a living individual which falsely describes, disgraces or accuses the individual. (Note: This is a restriction on publication, not on reference. Archives have been sued when such material was published or publicly quoted. Access to this type of material should be provided on a case-by-case basis after consultation with the Regional Solicitor.)

9) The proposed use of the collection involves a use of a private individual's name or face for another's benefit. This is considered an infringement of the individual's right to publicity, a secondary part of the privacy law. Further, the right to publicity may be inherited by the deceased's estate.

10) The collection contains documents held by a park for which the NPS does not hold copyright. Again, this is a restriction on publication, distribution, exhibition, performance, etc., not on reference (see MH-III, Chapter 2, "Legal Issues"). Parks usually do not have the copyright to materials, such as incoming correspondence from outside individuals, drawings by informants, etc. The copyright to those assembled materials belongs to the person who created the documents, not to the collection creator. If the repository allows researchers to publish, exhibit, or prepare derivative works from these materials without obtaining written permission of the individual who created the material, this is an infringement of copyright and can result in a lawsuit. The park must be careful to allow only fair use to these materials by marking all copies made with copyright notices, posting a copyright/privacy notice statement on photocopy machines, and having researchers sign a copyright/privacy statement. Since the site visit, the park has received a request for duplicates of photographs for commercial use. As the copyright of many of the park's images is unknown and their ownership provenance sketchy, the park needs to formulate a procedure for allowing public access to the collection materials but protecting itself from any appearance of granting permission to publish the images. Similar issues may arise for recordings within the oral history collection, as the informed consent release statements may be insufficient to cover release of the materials, or the copyrights to interviews may not have been obtained by the park from the interviewer in writing. Issues surrounding the informed consent releases are discussed below in Chapter 4.

Restrictions on publication and distribution of work (i.e., exhibition, reproduction in a publication and the preparation of derivative works [e.g., CD-ROM's, post cards, books]) are distinct from other restrictions on access. Even when publication restrictions exist, it is possible to allow researchers to view and take **limited** notes from restricted collections, but not if there are privacy concerns. Further, no system may be used such as a digital camera, scanner or other electronic note-taking system that in effect copies the document. However, providing access without allowing publication is not always easy, as materials may end up in a publication despite the best efforts of park staff. To simplify the process, park staff should mark all copies, place a notice statement on the copy machine, have researchers sign a copyright/privacy statement, and incorporate a

statement in their researcher registration procedure stating that the researcher is personally responsible for obtaining the copyright prior to publication, and is personally legally liable for any copyright infringements. Do not provide written permission to publish materials to researchers unless you are absolutely certain that NPS has the copyright. In addition, use NPS permission forms when granting permission, rather than signing forms provided by requestors. Never grant "all copyrights," "all rights in perpetuity," or "all international rights" or similar statements allowing endless usage. Also, do not provide high quality photographic copies or allow electronic, photographic, or other mechanical copying by the researcher of any materials which have publication restrictions. A sample "Copyright and Privacy Restrictions" statement for researchers to sign is provided in Appendix D, p. D:96, and a sample Researcher Registration Form is provided on p. D:97. A sample "Copyright and Privacy Restrictions" statement for researchers to sign is provided in ANCS+, and a sample Researcher Registration Form is provided in Appendix D on p. D:97.

Include the researcher rules at the time the researcher checks in at the visitor log. The researcher's signature then documents their awareness of the regulations and agreement to abide by them. This procedure, and consistency in applying the rules to both staff and outside researchers, will greatly reduce the possibility that charges of unfairness in access might be leveled against NPS staff. Access and supervision procedures should be discussed with all park staff who may be called upon to assist and supervise visiting researchers. Prepare a research room SOP addressing duplication requests, requests for research assistance, requests for permission to publish, reference questions, monitoring procedures, as well as general security measures. Prepare a security plan so that staff members know what to do in the event of an attempted theft. Do not leave collections unattended or overnight in an unsecured room. Park staff should be familiar with the applicable federal and state laws regarding theft of archival materials. A sample "Access Policies and Rules Governing Use" statement for archival collections is provided in Appendix D, p. D:93. Also refer to the *Museum Handbook*, Part III, Chapter 1 "Evaluating and Documenting Use," and Chapter 2 "Legal Issues."

Recommendations

1. Park staff need to write procedures and print appropriate forms for the use of the archival collections, namely an Access and Use Policy, Guidelines for Researchers, a Researcher Registration Form, and a Statement of Copyright tailored to issues in the park's collections. Until a tailored Statement of Copyright can be prepared, staff should use the generic form provided in Appendix D. **One to two years.**

2. After the collections are described, pathfinder guides and an indexed repository guide should be written. Park staff may wish to draft a "temporary" indexed repository guide covering the unaccessioned collections discussed below in Chapter 4, and to add information from the finding aids produced for the cataloged collections at a later date. **Two to five years.**

CHAPTER 3

COLLECTION CONDITIONS AND PRESERVATION

Almost every large building at the park houses park records containing materials eligible for inclusion in the park archives. These buildings are the Sandburg's home (the Main House); historic outbuildings including the Swedish House, the Tenant House, and the Barn; and new park buildings including the Headquarters Building, the Maintenance Building, and the Museum Preservation Center (curatorial office, workspace and storage facility). Each building is evaluated here, to document storage conditions of eligible collections at the time of the site visit.

Current Conditions of Buildings with Archival Collections

The Main House

Many of Carl and Lilian Sandburg's personal belongings and some archival items still remain in the house for interpretive purposes. However, park staff have been cataloging and removing all archival materials that are not immediately visible to visitors, such as ephemera in books, business records in file drawers, etc. Archival materials remaining on book shelves, primarily books but also phonograph record jackets and a few phonograph disks, are protected behind NPS installed plexiglass barriers. New barriers designed to be less obtrusive and more climate friendly were installed in FY1998. Empty cardboard boxes that once held clipping collections are still on the basement shelves and bookshelves throughout the house. The removal and cataloging of objects from the house early on was not as systematic as possible, so catalog numbers are not assigned sequentially to all materials removed from the same small, discrete location, for instance. It is this lack of systematic removal which compounds the problems of gaining intellectual access to the collection(s) from a research standpoint.

A number of offices have been located throughout the house over the years including bedrooms and in the basement storage area. One such room, daughter Margaret's bedroom, was used for an office for many years. It has recently (1997/1998) been refurnished to it's original post-1952 appearance (with donated items from the family previously in museum storage); the tour route is to be changed slightly to incorporate the room (this has been accomplished since the site visit). The tour guide lecture will be modified to reflect this room; these interpretive modifications need to be documented in the park's archives when the materials are no longer actively needed in the development of the program.

The Main House has some climate control, but not much. The park is debating the installation of centralized HVAC, but this is still in the planning stages. The house has been systematically monitored over the years for temperature and relative humidity; these hygrothermograph records are kept in the curatorial storage facility. The worst space for climate control has been and is the basement (also referred to as Room 018), which at the time of the site visit was either open to the elements on a moderately cool spring day, or closed with the heat running on high, creating a very hot and dry atmosphere. All original text materials have been removed from the basement shelves, and empty original packing cardboard boxes have been left on display, to give an idea of the amount of materials kept in the space by the Sandburgs. In FY2000, the museum staff will transfer books remaining in the Swedish House to shelves visible on the tour route in the basement book storage room. The Eastern National office and activities will be removed from this room.

Volunteers and seasonal staff under the Curator systematically clean the thousands of books on display throughout the house; after six years of effort 85% of the books have been cleaned. Other cleaning, such as dusting, is also conducted by volunteers and seasonal staff under the Curator's direction or by the Curator herself. A Housekeeping Plan was completed by Harpers Ferry staff in 1990 and immediately implemented by park staff. According to the 1992 CMP, regular pest monitoring in the Main House, Swedish House and Tenant House began in the summer of 1991; currently, pest monitoring is conducted only for the Main House (and MPC) as this is the only historic structure containing interpreted museum objects.

The Swedish House
Traditionally used by the Sandburgs to store newspapers and magazines, this wood frame, wood floor two-story building has no climate control. Fire detection and suppression systems have been installed, but there is no electronic security system in place. Books are currently stored on the shelves behind plexiglass sheets screwed into the bookcases for security purposes. Although collection objects are present, there is no pest or environmental monitoring of this building. Some of the magazines from the Swedish house were transferred to the Main House basement by early NPS staff to alleviate the empty feeling of all the bare basement shelves. Magazines and newspapers stored on the second floor were lot cataloged by stack in the early 1990s, and then relocated to the MPC in 1995. Lingering questions about the "original order," if indeed there was any, to how the Sandburgs stored and arranged their magazines and newspapers was resolved during a conversation between the Curator and Paula Steichen Polega, who indicated that materials were stacked by publication (e.g., *Life, Vogue, Look, Fortune, Time, Newsweek, Saturday Evening Post*) and roughly by year. There are still magazines stored on the first floor, in addition to books on shelves behind plexiglass barriers. The remaining magazines housed on the first floor have been relocated to the MPC since the site visit. In FY2000 the books will be relocated to the basement book storage room in the Main House (RM 018).

The Tenant House
A small wood house converted to office use, the building is equipped with HVAC control, a sprinkler system and fire detection system. The security system is comprised of bolts in the windows, motion detectors and door contacts. Climate control is kept at a minimum unless the offices are in use, and there are no curtains on the windows but the floors are carpeted. These offices are used by the Visitor Services ranger staff.

In the Barn and Audiovisual Office of the Tenant House, stored in a vertical file cabinet, are the older NPS goat herd management records, Visitor Services staff reference materials (photocopied items from the museum collection), reference note cards made by an unknown staff person, and pressed ferns – obviously part of an early herbaria collection.

The Barn
In the back kid feeding room are kept the current or active NPS goat herd management records in a vertical file cabinet. This space is not climate controlled; goat kids and cats are fed next to the file cabinet, and, during the site visit, a rogue pet pigeon was looking for a home. The official property management aspect of the goat herd is tracked through the park's Central files.

The Headquarters Building
Constructed in 1996, the wood building has an intrusion and fire detection system, but a sprinkler system has yet to be installed. The floors are carpeted, except in the bathrooms, kitchen and utility areas which are tiled. The park Library, most staff offices, and current and retired records are located throughout the building. There is no pest monitoring for this building, including the Library. At the time of the site visit, carpenter ants were on the move with the warm spring weather, and many were entering the building. The Headquarters Building is located very close to the Museum Preservation Center building (approximately five feet), and is landscaped with shrubs and mulch up to the foundation of the building.

There are a number of collections eligible for inclusion in the park archives located in this building, including staff desk reference materials, resource management or "historic" Central files needed for continued reference and use, and park Library materials. Materials in the Library are eligible for the museum collection, such as rare or first edition publications, galley copies, and photograph albums.

The Maintenance Building

Maintenance division working files eligible for retention in the park archives are located in the staff office(s). This building is concrete block construction on a concrete slab with vinyl floor tiles, with small clerestory windows in the staff office; it was built in 1984-1985. Climate control is minimal unless staff are working in the building; a security system has been installed but there are no fire detection or suppression systems installed. The records and notes pertaining to resource management activities are varied and housed in unlocked metal file cabinets. Also present are samples of architectural products used on historic structures.

The Museum Preservation Center

This structure was completed in 1995 to hold cataloged and uncataloged museum and archives collections, and is equipped with an office for the Curator, a lab area, and a bathroom. The structure is a Bally Engineered Structure, a super-insulated prefabricated structure composed of metal panels. A truss roof has been added; an outer shell of panels has been added. The building is constructed on a concrete slab, which is exposed on all sides. There is a small lip of concrete between the outer surface of the walls and the edge of the slab of approximately two inches. A loading ramp is on the parking lot side of the structure; around the building is cypress mulch and landscape plantings. At the time of the site visit, mulch had been laid such that the edge of the above ground slab was covered by mulch in the front and one side of the building.

The curatorial storage area is roughly 3200 square feet; the floor is sealed concrete, and storage furniture consists of metal open shelving units, map cases, museum cabinets and fire resistive locked filing cabinets, and houses the curatorial and archival collections. Plywood shelves in the large shelving units have been painted per the *Museum Handbook* to guard against off-gassing. The storage room can be entered from the lab and from the exterior loading door. The office has an area rug, and the lab and bathroom floors are covered with linoleum tiles. These three rooms have drop ceilings of acoustic tile, and windows covered with louvered blinds. The Curator intends to order tinted ultraviolet film for the windows, as it is possible that direct sunlight could fall on objects being cataloged, etc. (This has been completed since the site visit.) The lab area is equipped with a restroom, utility sink, multiple tables and a refrigerator. Currently food and photographic film is kept in the refrigerator, but no food is consumed in the building.

Exterior doors into the building were checked for gaps in their gaskets. The loading ramp doors into the storage room had numerous gaps, particularly at the top of the left door (when viewed from the inside). A three inch sections of gasket had been removed but not replaced from the top of the left door (leaving a very big hole); the gasket was cracked at the lower side of the left door. The inefficiency of these gaps were demonstrated by the number of cockroaches trapped by the doors during the site visit (see below). Gaps were also noted for the front doors into the lab area, under the doors and at lock connection. Damaged sections of gasketing around the loading ramp door were replaced since the site visit; however, there are still slight gaps between the gasket and door. A metal plate has been installed at the front doors to seal the gap at the lock plate.

The storage area concrete floor has four expansion joints in the storage room running the width of the slab; rebar is exposed in these joints, as is unsealed concrete. The building leaks during very heavy driving (wind blown) rain storms coming from the west. Puddles of water form at the back of the building on the floor; park staff have been unable to determine where the leak originates and thus have had difficulties stopping it. Joints between the wall panels have been caulked, and a flange has been added to the base of the building at the slab. The building also leakes in the curatorial offce and along the Headquarters side of the building.

Lighting is provided by fluorescent fixtures, which are spaced somewhat far apart to mitigate against overlighting. Light levels recorded for the central map cases were 1745 to 3678 lux and 1-5 μW/L (microwatts per lumen); light levels recorded for the locked fire resistive file cabinets were 3539 lux and 1 μW/L. No ultraviolet filters have been installed on the lamps. Since the site visit, ultraviolet coated fluorescent lamps have been installed throughout the building. There are no recommended levels in the *Museum Handbook,* Part I, Chapter 4, for storage light levels. Recommended exhibit light levels per the *Museum Handbook,* Part I, Chapter 4, p.4:39 are 50 lux or less and 75 μW/L or less. *Conserve O Gram* 1915/, "Storing Archival Paper-Based Materials," recommends storage and exhibit light levels of 100 lux or less, and strongly cautions against frequently exposing paper documents to light levels greater than 100 lux for exhibit, use, photocopying, or photographing.

Temperature and relative humidity monitoring is conducted in two places in the storage room. One station is near the center of the room, by the HVAC control on a map case; monitoring is by a hygrothermograph, an Air Guide relative humidity gauge, and a thermometer. The second monitoring station is at the back of the room on an open shelving unit, approximately 4.5' off the floor. Monitoring here is by a hygrothermograph only. The hygrothermographs are calibrated quarterly. The Curator indicated that she cannot maintain a relative humidity lower than 45-50%. Humidity is removed from the air by running the air conditioning, as there is no separate dehumidifying system; the air conditioner must be set at 62° in the winter in order to maintain a low relative humidity level. Running the air conditioner at such low setting is inefficient and expensive. Determining the source of the humidity infiltration and stopping the problem should lower the energy costs of the building. A third monitoring area has been instituted since the site visit at the front of the building.

On March 23 at 2:30pm, the building's HVAC unit was set at 40% relative humidity and 64° F. Below the system's thermostat is a relative humidity gauge, a thermometer and a hygrothermograph. At the above time, the Air Guide read 48% relative humidity, the thermometer read 66°, and the hygrothermograph read 66° and 45% relative humidity. Hygrothermograph charts are located in Appendix II; they have not been annotated to reflect weather patterns, HVAC system problems or any other anomalies in the record. According to the August chart, the relative humidity levels are reaching 60% (45% to 62%); the only reason the storage facility has not suffered from mold and mildew outbreaks is because the temperature has been maintained below 68°, the temperature growth thresh hold for mold and mildew. The temperature is maintained between 62° and 67° F. The large gaps in the loading doors (particularly at the top) likely affect the humidity levels of the surrounding storage area; whether the incoming air flow is sufficient to affect the entire room will not be known until the gaskets are repaired. A dehumidifying system was installed in January of 1999, lowering the relative humidity levels to 40% until that spring. By the summer of 1999, the relative humidity levels were back to above 60%. The park was funded for a stand-alone desiccant-based dehumidifying system in FY2000; this has not yet been installed to report on its efficiency.

The HVAC system is not equipped with a high efficiency particulate (HEPA) filter, designed to remove very small particulate matter from the air. Installing such a filter would assist with lowering the dust levels in the building, as well as remove damaging air pollution chemicals and acids off-gassed from acidic paper deterioration (especially newspaper). The park was funded for a stand-alone air filtration system in FY2000.

Monitoring for pests is conducted regularly; pest traps are located throughout the building, particularly adjacent to doorways. Traps are labeled as to their locations, dated as to when they were put out, and replaced regularly to guard against dust accumulation (which renders sticky traps ineffective). Types and quantities of insects trapped are recorded. During the site visit, insects trapped included roaches, spiders and a black carpenter ant. The roaches were trapped by the back loading door, doubtlessly entering through the gaps in the doors. Also, carpenter ants were "on the move" on the warmest day of the site visit; ants were found in the facility's lab space as well as in the Headquarters Building. The placing of mulch around these buildings,

instead of gravel as is the recommendation in the *Museum Handbook,* Part I, Chapter 5, p.5:33 for curatorial buildings, did nothing to dissuade these pests from "checking out" the area.

Security for the Museum Preservation Center is very good. An intrusion detection system has been installed, which is monitored 24 hours a day by a contract company, which in turn contacts law enforcement agencies or fire departments as appropriate. The system includes door and window contacts, and passive infrared motion detectors. A sign in log is in place for all staff, volunteers and visitors to log in on, but there are no lockers for researchers to leave their belongings in when researching the collections. Key control is taken very seriously by park staff. Key control is maintained by the Administrative Officer. The building is kept locked when not in active use by park staff. The interior storage room door is kept locked unless in active use; the outer storage room door is likewise kept locked unless in active use. Only the Curator and the Chief of Resources Management have keys and the one security system code to the building. The exterior doors to the lab area have windows in them, but the loading doors to the storage room do not.

Fire detection is provided by smoke detectors and heat-sensitive sprinkler heads, and is also monitored 24 hours a day by a local security company. During the site visit, park staff were fine-tuning the evacuation plan for the Headquarters and curatorial buildings. Fire protection is provided by six fire extinguishers and a wet-pipe sprinkler system, installed in 1995. During the site visit it was noted that oil was very slowly dripping from some, but not all, sprinkler heads; park staff were going to evaluate the situation and contact the contractor who installed the system. It is recommended that sprinkler systems be inspected every six months; park staff should consider having the system also inspected by the local fire department. Fire extinguishers are inspected twice a year, but most were not wall mounted but instead were located on the floor at the time of the site visit. Park staff have will be mounting all extinguishers in FY1999. Extinguishers for the MPC are located inside the exterior office door, in the mechanical room, in the office and three inside the storage room. however, they have been placed on the floor inside the front exterior door, the mechanical room. Refer to the National Fire Protection Association's NFPA-10, "Portable Fire Extinguishers" for guidance on fire extinguisher mountings. The local fire department has had a tour of all park buildings except for the MPC. Given the importance of the materials in storage and the hazards posed by the fire load, it is recommended the fire department be given a tour of the MPC. (This has been accomplished since the site visit.)

Preservation Requirements

Different media have different ideal storage conditions to slow the deterioration process. Temperature and relative humidity ranges, enclosure specifications, and special storage arrangements are provided here for quick staff reference.

Paper

Optimal storage conditions for paper are temperature at or lower than 68°F, and relative humidity levels of 40-45%, with minimal fluctuation of +3%. Recent research has revised the recommended relative humidity range for paper from 50% to 40-45%. If 40-45% is unattainable, a less satisfactory compromise range is 45-50%. Relative humidity levels of less than 30% lead to embrittlement and deformation. The HFC paper conservator recommends 45% $\pm$2% and 68°F $\pm$5°F. Paper storage enclosures (folders and boxes) are recommended to be acid-free, high alpha cellulose, lignin free, alum rosin sizing free, pH neutral for photographic materials and items with color dyes or tining. Buffered paper is recommended for uncolored and dyed wood pulp papers, and cellulose nitrate and acetate photographic images. Buffered papers have a 3% calcium carbonate buffering agent added. Refer to *Museum Handbook*, Part II, Appendix D, "Museum Archives and Manuscript Collections," and *Conserve O Gram* 19/16, "Housing Archival Paper-Based Materials."

Magnetic Media: VHS, Audiocassette, Reel-to-Reel , VHS and Computer Tapes
Virtually all of the magnetic tape ever recorded older than as little as 10 years may be in serious jeopardy from deterioration. The threat comes from several sources, but the largest threat is chemical in nature, coming from the breakdown of the binder, or glue, that holds the magnetic particles to the polyester base of tape. As this hydrolysis process (sometimes known as "Sticky Shed Syndrome") occurs, the tape often gets coated with a tenacious adhesive that makes it extremely difficult to play back. In some cases the problem can be so severe that the magnetic material literally falls off or sheds from the base leaving a pile of dust and clear backing. Dust and other means of scratching the coating (and thus removing the data) is often and equal danger, particularly if the play back equipment is not kept tuned up. Various degradation processes are discussed in *Conserve O Gram* 19/8, "Preservation of Magnetic Media."

Storage of computer disks, audiocassettes and boxes of tape reels should be vertical, not on an angle or horizontal, to prevent data migration and bleed through. The archival storage boxes, storage area and work area need to be kept scrupulously clean, to guard against dust settling on the media and causing scratches when played. Recommended vertical supports are every four to six inches, and the supports should be the size of the storage box (not smaller). Reel-to-reel tape should be housed in boxes that have supports for the center hubs, so that the weight of the tape is not supported on the reel edges. Tape media should be stored in the "as played" condition to maintain constant, even pressure on the tape (so that the tape is not stressed causing it to break). Tapes should be inspected to ensure that the tape wound is evenly so as to avoid cinches. All magnetic media are susceptible to shock damage if dropped or severely jarred; the shock waves can derange the magnetic particles, causing data loss. All magnetic media should be kept away from heat, light, ultraviolet radiation, and magnetic fields, including electric motors and audio speakers. Gloves should be worn when handling all magnetic media, as the oils from skin leave a residue that can coat the playing heads of equipment and attract dust; the dust in turn scratches media played on the machine. Some authorities recommend a double box storage arrangement as a precaution against dust.

Conserve O Gram 19/20, "Care of Archival Digital and Magnetic Media," recommends establishing and implementing a rewinding or "refreshing" policy for audiocassette tapes, reel-to-reel tapes, VHS tapes, BetacamSP and D2 or D3 tapes. The many professionals believe that the less a tape is handled and played the better, and so recommend a regular (annual) inspection policy for magnetic tapes, with a rewind time frame of once every three years at the longest, more frequently if indicated by visual inspection. If a tape appears to have slipped and so is no longer properly packed (all of the tape eqi-distant between the flanges), it should be "re-wound." Re-winding is to be accomplished by playing the whole tape once in play mode, and storing the tape in the as-played or tails-out position. High quality equipment is also needed for playing audio tapes, and the equipment needs to be kept cleaned and demagnetized to ensure the equipment does not damage tapes during use (often cleaning and demagnetizing the heads, pinch rollers and capstan is recommended every 10-20 hours of use). Staff should ensure that tapes are left "tails out," in the as-played mode. Some professionals recommend fast-forwarding *and* rewinding VHS tapes (specifically) on a very regular basis, namely every six months for an average air conditioned storage environment. Some authorities recommend double boxing all magnetic tapes as a dust precaution. *Conserve O Gram* 19/20 recommends a rewinding program of every three years, and recopy data every 10 years. Staff should purchase the publication Magnetic Tape Storage and Handling A Guide for Libraries and Archives, by John W.C. van Bogart (The Commission on Preservation and the Access National Media Lab, 1995) as a reference for magnetic media.

Recommended environmental conditions for long-term archival storage are between 25% and 45% relative humidity, and cold storage at 49° to 59°F, with a set point of 54°F and 40%, ±3%, fluctuation maximum over a month's time. Cold storage will require an acclimatization procedure to avoid condensation from forming on the cold tape when removed from storage. For changes in relative humidity, magnetic media can take from one day to 50 days to acclimate, depending on tape width (see van Bogart's *Magnetic Tape Storage and Handling*) With all magnetic media, it is critical that temperature and especially relative humidity fluctuations be kept at an absolute minimum. Maximum relative humidity variations should be **no** more than ±3% a

month. Some of the tapes are over five years old, and so should be evaluated for deterioration and considered sooner for reformatting. Refer to *Conserve O Gram*s 19/8, "Preservation of Magnetic Media," and the in-progress 19/10, "Reformatting for Preservation and Access: Prioritizing Materials for Duplication." Heat causes its own array of problems, as it can distort the plastic tape base, changing the recorded pattern and thus scrambling information. High temperatures can also deform plastic parts within audiocasettes, preventing the cassette from operating properly. Video tapes are particularly sensitive to high relative humidity and fluctuating relative humidity; the most stable relative humidity climate available should be utilized for the storage of these materials.

In general, audiocassette tapes are considered to be rather short-lived, and industry recommendations are for the tapes to be remastered/copied onto a specific type of reel-to-reel tape. The archival format of choice in the archival and image worlds is ¼" reel to reel analog tapes, 1.5 mil thick polyester and back coated. The tape is to be stored on a precision, unslotted metal NAB hub with 10½" inch metal flanges. The recording speed is to be no less than 7½ ips (inches per second), and the track configuration is to be ½" track. The tape is to be tightly wound with no cinching and left "tails out" and stored in an acid-free box in a cool, dry, dark dust-free environment. Data that should be recorded for audiocassette and reel-to-reel tapes includes: recording title and series, artist, composer, speaker, interviewer, interviewee or informant's name(s); biographies of interviewees or informants; recording date; number of cassettes in this title; broadcast date; subject matter; publication information (e.g., place, publisher, date, edition); whether an original or a copy; restrictions; playing speed; playing time; recording format and media; any special signal processing used (e.g., Dolby C); physical dimensions; existence of a script or transcript; and existence of a preservation duplicate copy and the copy's format. It is strongly recommended that only high-quality play-back equipment be purchased and used, as cheap equipment is more likely to inadvertently destroy tapes. Further, masters or originals should never be played except by a professional on professional quality equipment; only use copies should be played at the user level.

Computer diskettes are also magnetic media, and can suffer from the same mechanical breakdown processes that affect magnetic tapes. *Conserve O Gram* 19/8 recommends transferring data to a new disk every 5 to 7 years, unless the software program is about to become obsolete, necessitating conversion to a new software program. Thus, all disks should be labeled as to the first and last file dates and the software program and version. A printout of file names should be kept with the disks as well. The NPS recommends using TIFF files for master digital files of digitized records. Master file formats should be housed off-line in uncompressed and non-proprietary formats. If master files must be compressed, lossless compression formats should be used. Ideally computer tape should be used for long-term storage and not disks. If disks must be used, a data migration plan must be implemented so that data is copied and moved to the next generation of software each time any element of the system changes (hardware or software) or when the files are older than fives years.

VHS video tapes are not recommended as a long-term preservation media; they have a short play life and have severe multigenerational deterioration; i.e., the copying a copy of an original tape looses information with each duplication. VHS tapes estimated to have a play life of roughly 20 years. Industry specialists such as the Association of Moving Image Archivists recommend preservation duplication onto component analog format, (specifically BetacamSP) and uncompressed digital formats, such as D2 or D3. The reason for a digital copy are three: little if any multigenerational loss occurs with this technology so copies can be made in perpetuity without loss of data; two, preservation insurance that the data is not dependent solely on one format (this helps circumnavigate the issue of technological obsolescence); and three, that the world in general is "going digital." If funds are limited, the duplication method of first choice should be analog, as all the information is re-recorded, analog technology is still a very known media from a preservation/ conservation standpoint, and the equipment necessary to play and repair analog tape is still very plentiful. However, some preservation companies can provide both an analog copy and a digital copy in the basic cost of their services.

Because of issues of technological obsolescence, the Georgia State Archives recommends reformatting magnetic media every three to five years, to whatever the current established format is for the particular media at hand – computer disks/programs, audio recordings and video recordings. It is recommended that polyester-based tape be used. As magnetic media, as well as digital data, are a constantly changing field, it is imperative that staff keep abreast of technological changes and formulate and implement a proactive program of information migration. Unplayable, unreadable data is of no benefit to anyone.

Motion Picture Film

Original motion picture film footage should be copied onto film and both duplication and preservation masters should be produced. Again, analog and digital duplicate copies are media industry recommendations. Usage copies may be produced on VHS videotape or digital media. Motion picture films have many different versions (camera negatives, duping components, sound tracks, outtakes, etc.), which can exist in a variety of formats (8, 16, 35, or 70 mm), in several genres (theatrical releases, raw film footage), and in many processes. The original motion picture copies should be stored on archival film cores, rather than on reels, and in permanent and durable film boxes. Very valuable or rare original film merits special cold storage appropriate to the film processes involved. The American Film Institute (AFI) in Los Angeles maintains a national database directory of motion picture films called the National Moving Image Database (NAMID). Contact AFI or the American Moving Image Association (AMIA) if park staff are uncertain if the park holds the last copy of an important historic film. The following information should be recorded for motion picture film: location, reel sequence in the film, date process, emulsion type, generation and polarity (original negative, internegative, soundtrack, projection print, etc.), color or black and white, sound or silent, gauge (8, 16, 35 or 70 mm), playback equipment necessary, soundtrack, creators (e.g., director and producer), title, subject, actors, and copyright information.

Per Henry Wilhelm's *The Permanence and Care of Color Photographs: Traditional and Digital Color Prints, Color Negatives, Slides, and Motion Pictures,* long-term cold storage for motion picture films is 0° F and 30-40% relative humidity, depending on the use environment (the warmer the use environment, the higher the relative humidity set point should be and the lower the temperature set point). A ventilation system with an HEPA filter is needed for the acetic acid and oxidizing chemicals off-gassed from the film. The chosen relative humidity set point cannot cycle; cycling relative humidity levels will hasten film deterioration. Vault storage is discussed in the *Museum Handbook*, Part I, Appendix R, p.R:29. Other color media can be stored in these conditions as well. A second method would be to use the SafeCare® Image Archive Freezer Kit package system in conjunction with acetate detector strips and relative humidity indicators inside the outer freezer bag (see below, Color Photographic Prints and Negatives, for a further discussion of this system). Alternately, the park may wish to investigate sending its movie films out for permanent cold storage in a professional film vault, and retain preservation duplicates on site in a cool storage environment as discussed in *Conserve O Gram* 19/8.

Phonograph Records

A wide variety of materials have been used to manufacture phonograph disks since the invention of the record, including acetate, vulcanite (vulcanized rubber), shellac, phenol (for the Edison Diamond disc), polystyrene, aluminum, zinc and vinyl. Vinyl discs are susceptible to ultraviolet light and temperature fluctuations; each cycle of temperature change results in a small, irreversible deformation that are cumulative over time. However, vinyl disks are not susceptible to humidity fluctuations. Shellac disks becomes brittle in high humidity, and are susceptible to fungal growth. Recommended environmental storage conditions for phonograph records are set points between 25-45% relative humidity with minimal daily fluctuation, and 59°-68°, ± 3° degrees.

As with tapes, phonograph records need to be stored vertically, in a dust-free environment, and with vertical supports (the same size as the records or larger) every four to six inches. However, fragile shellac phonograph

records should be stored flat, not vertically, but **not** stacked on top of each other. Records should be professionally cleaned before being placed in storage, to ensure all microscopic dust particles are removed. They should be placed in an envelope-like package made of paperboard and aluminum foil laminated between sheets of polyethylene, such as is available from Conservation Resources, Ltd. The foil and outer polyethylene act as a vapor barrier, and the internal polyethylene serves as dust protection. The records should not be packed tightly, and only records of the same size should be boxed together, to guard against warping. The phonographic sleeve should be labeled in pencil with the collection name, accession and catalog numbers, recording title, artist, performer, interviewer/interviewee, composer, play speed, play format, number of tracks, stereo or mono, recording date, play information, and object condition.

Original album covers and record jackets should have their plastic covering removed if still present, and then be placed in archival boxes. Separation sheets should be placed in with the covers and jackets to link them to the phonographic records. Additional handling and storage recommendations are present in the HFC paper conservator's report.

Black and White Photographic Prints and Negatives
As with photographic prints, the storage requirements for negatives is dependent on the media type in question. Modern color negatives have different temperature and relative humidity requirements than black and white negatives, which, in turn, are different than the requirements for cellulose nitrate negatives (and acetate negatives). For black and white photographic film materials there is evidence that suggests that a stable, low non-varying relative humidity is much more important than a stable, low temper.ature.

Refer to *Conserve O Grams* 14/4 "Caring for Photographs: General Guidelines;" 14/2, "Storage Enclosure for Photographic Prints and Negatives;" and *Museum Handbook,* Part I, Appendix R, p. R:16. The *Museum Handbook*, Part I, Appendix R recommends relative humidity levels of 20-30% and temperatures as low as possible for black and white negatives. Lowering the relative humidity level from 50% to 20% in the storage environment can improve expected film life span four-fold. (Note: glass plate negatives need to be stored at 35% +3%; relative humidity levels lower than 30% or greater than 40% will cause irreversible damage to the object.) The HFC paper conservator recommends 60° F or lower and 35% relative humidity for all photographic films. See below, Color Photographic Prints and Negatives, for a further discussion of cold storage.

Storage conditions for black and white prints are 68° F or lower and 20-40% relative humidity $\pm$2° and $\pm$3%, and for negatives 68° or lower and 20-30% $\pm$2° and $\pm$3%, per *Conserve O Gram* 14/4. The HFC paper conservator recommends 30% relative humidity and 68°$\pm$5° for black and white photographs in her report.

Cellulose Nitrate and Cellulose Acetate Negatives
The Museum Technician was able to attend the Cellulose Nitrate Negative Workshop, presented by the Southeast Archeological Center (SEAC) and the Southeast Regional Office (SERO) in the fall of 1998. Not only were the storage and reproduction needs of cellulose nitrate negatives discussed, but the problems and requirements of cellulose acetate films were discussed as well. NPS storage guidelines are found in the *Museum Handbook*, Part I, Appendix M, "Curatorial Care of Cellulose Nitrate Negatives" and *Conserve O Gram* 14/8, "Caring For Cellulose Nitrate Film." Further assistance may be found in "Management of Cellulose Nitrate Negative Collections," produced as part of the SEAC Cellulose Nitrate Negative Duplication project.

Color Photographic Prints and Negatives
Storage requirements of prints depends on the type of photographic process in question. Modern color prints have different temperature and relative humidity requirements than black and white prints, and both are different from 19th century albumen prints.

For color prints and negatives, storage temperature is considered by many to be the most significant factor in determining the rate of image fading and staining. Each 10°F reduction in temperature will approximately double the life expectancy of color images, as long as they are not regularly removed from cold storage. The *Museum Handbook,* Part I, Appendix R, p.R:17 recommends storage conditions of 20-30% relative humidity and 35°-50°F. Refer to Appendix R and *Conserve O Gram* 14/4, "Caring for Photographs: General Guidelines," for guidance on how to package images for cold storage. Further guidance is provided in *Conserve O Gram* 14/6, "Caring for Color Photographs;" recommended cold storage conditions are less than 14° F and 20-25% or 36°F and 20-30% relative humidity.

For color prints and negatives recommended conditions are the same as slides, or 35°-50°, preferably 40° or lower, and 20-30% relative humidity. The HFC paper conservator recommends 30% relative humidity for color prints. Refer to *Conserve O Grams*14/2, "Storage Enclosure for Photographic Prints and Negatives;" 14/6, "Caring for Color Photographs;" and *Museum Handbook,* Part I, Appendix R, p. R:16. It is **critical** that the chosen temperature and relative humidity levels for both prints and especially negatives **not** vary more than ±2° F and ±3%. Images that are frequently used should have use copies made to prevent overuse of original negatives.

A new method to achieve a cold temperature and low relative humidity storage environment for photographic images is to use a commercial auto-defrost freezer with special packing materials available from Metal Edge, Inc. (1.800.862.2228), namely the SafeCare® Image Archive Freezer Kit. The packing system may be used for all photographic material (except glass, metal or cased images and no magnetic media) and is for use at very cold temperatures (-18° to -20°C, or -8° to 0°F). The double bags, boxes and mat board buffer changes in relative humidity, prevent condensation on the images, provides a one to two day buffer in case of freezer failure, and also keep the images from getting "over desiccated" should the interior bag inadvertently not get sealed closed. A warm-up procedure would need to be instituted, to insure proper thawing of the images (approximately three hours). For smaller collections, this is more cost effective than purchasing or constructing a cold temperature vault facility ($20,000 to $40,000), and ensures a much longer life to valuable images. This packaging system is currently in use at SEAC for nitrate negative collections.

Enclosures used should meet or pass the P.A.T., or the Photographic Activity Test, to ensure that they will not negatively interact with photographic materials. Inert plastic enclosures, such as mylar or polypropylene, are accepted for images in good condition that are not in high relative humidity environments. If prints or negatives are in less than good condition or are in high humidity conditions, paper enclosures need to be used. *Per Conserve O Gram* 14/6, paper enclosures are to be pH neutral (7-7.5), alum-rosin sizing-free, lignin-free, unbuffered high alpha cellulose (>87%) unprinted four-flap enclosures.

When processing and cataloging color negatives and prints, the process and paper types should be identified if possible. This will help identify very unstable products present in the collection that require cold storage for preservation. Again, refer to Wilhelm's *The Permanence and Care of Color Photographs...* for guidance on unstable color photographic media.

Slides

Slides are a positive (image) on a film, colored with unstable organic dyes – usually on self-destructive cellulose ester film. As with all photographic films, a low, constant relative humidity level is essential for the long-term preservation of this media. For those slides which will be used (such as for interpretation programs), use copies and master copies are recommended.

Master slides are recommended to be Kodachrome slides, as this film type has a long life span if kept in cool, dark conditions. Use copies are recommended to be Ektachrome or Fujichrome slides, as these film types

tolerates exposure to light more than Kodachrome slides. *Conserve O Gram* 14/6 specifically recommends using Fujichrome for use copies. Per Wilhelm's text *The Permanence and Care of Color Photographs...*, cumulative projection times for Fujichrome film is 5 hours, for Ektachrome is 2.5 hours, and for Kodachrome is 1 hour; he further recommends that high intensity xenon arc projectors or high intensity quartz halogen projector bulbs be avoided, as the intense light hastens deterioration of the film. At least two use sets should be made, particularly of regularly used images. Glass slide mounts are often recommended for heavily used slides to protect the image from handling damage such as scratches and fingerprints. Do not use glass slide mounts for master images, as this will trap humidity and thus increase the chance of mold and chemical deterioration.

Recommended storage conditions for use copies are cool, dark and at a **constant** temperature and low relative humidity. Park staff may need to use conditioned silica gel to maintain a constant low relative humidity. Refer to the *Museum Handbook*, Part I, Appendix R, "Curatorial Care of Photographic Collections," for use of silica canisters and appropriate storage environmental conditions. *Conserve O Gram* 14/4, "Caring for Photographs: General Guidelines," recommends storage conditions of 68°F or less and 20-30% relative humidity, with variation of less than 2° and 3%.

Cold, dark storage is necessary for Kodachrome master slides, at 35°-40°F, and they should not be removed from cold storage more than once a year. However, images on glass or metal bases, such as silver gelatin dry plates or daguerreotypes, should never be placed in cold storage.

Oversized Plans/Maps

Storage enclosures for oversized materials depends upon the type of process that created each specific item in question. Types of processes noted at the park include bluelines (a type of diazotype), tracing paper, plain paper, aerial photographs, and mylar.

There are no approved NPS storage recommendations yet for a number of specific map and plan reproduction process types. Existing recommendations for plain paper, aerial photographs and blueprints are found in *Conserve O Gram* 19/16, "Housing Archival Paper-Based Materials." Aerial photographs have storage issues similar to other photographic media prints, and should be housed in neutral pH, unbuffered folder stock. Plain paper and tracing papers, particularly the latter, can be acidic; thus, pH neutral, buffered folders are recommended. Blueprints (and cyanotypes) also require an pH neutral, unbuffered folder stock, as they are the result of an acidic developing process. The recommended storage procedure among architectural maps and plans archives is a neutral pH, unbuffered, high alpha cellulose, lignin-free board folder, with ten sheets or less per folder, interleaved with a neutral pH separation sheet.

Bluelines/diazotypes are very detrimental to all other objects, self-destructing from "inherent vice" as well; they are the result of an alkaline developing process. They off-gas phenols and alkaline products such as ammonia. Further, they may contain and off-gas thiourea, a chemical very damaging to silver (photographic) processed images. These need to be isolated not only by foldering, but also placed into separate drawers, away from all other maps, plans and especially aerial photographs. Park staff may wish to interleave diazotypes as well for further chemical absorption. For the long-term preservation of information on diazotypes, duplication on chronoflex Mylar is recommended, or at a minimum, duplication onto high quality buffered paper. The diazotypes may then be used as use copies or completely disposed of because of problems caused by their chemical off-gassing.

Recommendations:

1. Remove mulch from around the Museum Preservation Center and replace with gravel, as per the *Museum Handbook*, Part I, Chapter 5, page 5:33. This should act as a deterrent to insects entering the building, more so than warm, moist mulch. **One year.**

2. Install tinted ultraviolet absorbing film on all windows as planned. **One year. (This has been accomplished since the site visit.)**

3. Repair the gasketing on the loading dock doors in the MPC to reinstate the pest barrier. This will also assist with preventing unconditioned air infiltration into the building. **One year. (This has been accomplished since the site visit.)**

4. Park staff need to determine why the MPC building is not maintaining a lower relative humidity level, and staff need to determine the best method to rectify the problem. The widely fluctuating relative humidity levels are damaging to paper, photographic and magnetic media, and the correction of the fluctuations needs to be a park priority. In order to test for humidity infiltration from the edge of the slab and from the expansion joints in the floor, tape two feet by two feet plastic squares on the floor, one by a wall and one over an expansion joint. If moisture is infiltrating, it will be caught under the plastic square and be manifested as condensation. If moisture is coming in from the expansion joints, a flexible caulk may be in order to seal the joints, but care must be taken to avoid products that off-gas damaging chemicals. If moisture is coming in through the edge of the exposed slab, then park staff should contact SERO architects working with museum storage facilities for assistance. **One to three years.**

5. Begin annotating the hygrothermograph charts coming from the MPC to determine the quality of the moisture barrier envelope in the building. Note weather fronts, HVAC malfunctions, periods of heavy access, etc.; this information may be of benefit in attempting to effectively seal the building against relative humidity. **One year.**

6. Investigate the use of powdered boric acid or silica aerogel as a pest prevention measure along doorways in the MPC. If used, park staff should purchase a professional atomizer to ensure proper applications of the powder. **One year.**

7. Purchase lockers for researchers to store their belongings in when using the collections. This is recommended as a theft deterrent in Appendix D. **Two to three years. (This has been accomplished since the site visit.)**

8. Arrange for a semi-annual to annual inspection of the sprinkler system by an outside third party, such as the East Flat Rock or Hendersonville Fire Department. Regular inspections may have caught the oil dripping from the sprinkler heads in a more timely fashion. **One year; on-going.**

9. Properly mount the fire extinguisher in the MPC. **One year. (This has been accomplished since the site visit.)**

10. Investigate the feasibility of installing HEPA filters on the existing HVAC unit. This would assist in lowering dust levels as well as reduce levels of pollutants damaging to paper collections. **Two to four years.**

CHAPTER 4

UNACCESSIONED COLLECTIONS

The current park management is aware of much valuable data lost in the past, and is actively supporting the establishment of a "park archives," or the archiving of park generated materials of continuing value. There is no one on the park staff who is trained in records management. In the past, some park staff disregarded federal guidance and threw out records, whether permanent or temporary, official or non-official, resource management or not. Currently, the park's records, located across the park, are not systematically checked against NPS-19, *Records Management Guidelines* (in active revision; first draft for review expected in the summer of 2000) but are kept or disposed of by individual staff members. Other park staff recognize the lack of records management training in the park, and are actively pursuing training for administrative staff. Federal guidelines require that records no longer in active use be disposed of via the generating agency's records retention and disposition schedule; NPS-19 stipulates whether inactive records are destroyed by the park, retained by the park, or sent to a Federal Records Center (FRC) under the administration of National Archives and Records Administration. Some park staff think the previous museum Curator did retire records to the FRC, but this has not yet been substantiated. Park staff are sure that a previous Superintendent did dispose of records from the Central files, c.1988-1989.

Park staff have been gathering materials they believe would be eligible for a park archives and placing them in the Museum Preservation Center's (MPC) storage room. These include selected resource management projects, copies and original compliance and contract records, donated photographs from Sandburg family members, copies of Interpretation materials from the park Library, building plans from Maintenance, the park photographic collection, copies of magnetic media housed at the University of Illinois, etc. Approximately 50 linear feet (607 linear inches) of materials had been gathered, not including the park photographic collection. All of the materials need rehousing into archival enclosures.

Records management training is available to NPS employees, although often from other federal agencies. The Administrative Officer should contact the SERO training officer for further assistance in locating appropriate training opportunities for her and her staff. Upon receiving training, the Administrative Officer should establish a records review policy. When reviewing all materials in the current park files for appropriate disposition, she should involve the park Curator, Resource Management Specialist, Chief of Maintenance, and any other interested park resource management or interpretation staff as deemed appropriate by herself and the Superintendent. These staff members should form the nucleus of an archival and records disposition board, to review all records before formal disposition by the Administrative Officer. This will afford the opportunity for the park to ensure the retention of documents important for continued use, for park resource management, the history of interpretation of the park's resources and research projects conducted either on park lands (archeological or historical) pertaining to the park's mission.

Since the site visit, the park has received Regional-level funding approval for a backlog cataloging project to address the park's uncataloged archives collection (PMIS Statement # 39270, "Catalog Backlog Archival Collections...," for FY2000-2003). This project should address the document, photographic and magnetic media, and oversized plans and maps discussed in the collections below. This project may be accomplished by

either contract or cooperative agreement or by hiring a term Archives Technician, at the park's discretion. It is suggested that the park issue a Request for Proposals or equivalent measure to ensure potential contractors and cooperators fully understand the scope and demands of the project. If a person is hired, the individual should come with professional archival experience or work with the support of someone trained in archival management.

Eligible Collections/Records

In addition to the collections gathered by park staff, other materials eligible for inclusion in the park archives are located across the park, and include sources already reviewed by park staff. Some older records are still being referred to, yet infrequently enough that park staff could consider retiring them to the archives. Eligible collections include desk reference files of park staff, inactive ("historic") park Central files pertaining to resource management, and old dairy goat registry records.

Most of the plans and maps in eligible collections are working copies; the original data should be on permanent file with the Denver Service Center, Technical Information Center (DSC-TIC). The few original maps and plans present, should also have permanent data on file at DSC-TIC. Copies of all land acquisition and management records should be "permanently" retained by the park. The original land acquisition transaction records are kept at WASO, and SERO retains copies of these acquisition records as well. However, any land management records generated after the parcel's acquisition, such as easement use or transgressions, are not retained by WASO or SERO. As these records have continuing value to the park, they should be retained in perpetuity. Contracts should be reviewed for pertinent resource management information not located in other park collections; useful records should be retained in the park archives. Copies of planning reports should also be retained in a park's archives, as evidence of park development and operation activities. Some planning reports may be duplicated across numerous eligible collections; park staff should guard against duplicate copies, unless the duplicates are deemed necessary to preserve the integrity of a given collection.

Collections and materials eligible for inclusion in the park's archives are addressed by location. Titles are used for discrete groups of materials identified during the site visit. A synthesized collection overview and arrangement scheme is provided at the end of this section.

Maintenance Division Reference Files, 1971-1996 (Maintenance Building)
Created by Maintenance division staff, the records and notes in these files span from 1971 to 1996. As all of the buildings, landscape features (dams and lakes), and landscape are critical to the interpretation of the park, as well as historic in their own right, most of the Maintenance records are therefore invaluable to documenting the changes and maintenance of these structures and features. The Curator and the Chief of Resources Management should review all resource management related Maintenance records with the Chief of Maintenance to determine what records are no longer in active use. Those deemed inactive should be removed to the park's archives. If Maintenance staff determine that some items are referred to infrequently but they still wish to retain the information, photocopies can be made for use by Maintenance staff.

Resource related materials of interest are located in the Maintenance Division office in Drawers 2, 3 and 4 of the vertical hanging file cabinet, and Drawers 1 and 2 of the regular file cabinet. Other file drawers contain records on tools, equipment, and vehicles. Samples of architectural features and products used are also present, such as shingles, paint color samples and mortar samples. These should be included in the museum collection as an architectural reference collection when no longer actively needed by Maintenance staff. Maintenance staff should be reassured that these samples will remain accessible even in the museum collection, should they be needed for reference. The reference files are in alphabetical order, and the contents ordered by date.

The following are selected folder titles containing eligible notes and records: Stone Walls – Historical; Trout Pond Work 95 6/18/79 7/17/79; Water Reservoir #10 – Plan of Action; Paint – Main House #001 – Labor Day – 1990; Rehabilitation Main House Ft. Porch Cyclic PY 96; Historical Flower Gardens; Historical Maps Base Maps; First Floor Drawing; Main House Historical Interior Paint Color Code; Paint/Contract; 1984 Painting Contracts; Cultural Landscape Plan Report; Tree Diseases – Pest Problems; Front Lake Dam Repair – 1989; Dams Evaluations – On Site 9-28-95; Front Lake – Dredging Records; Dams Info 1981/1987.

The file folders used are acidic, paper clips and staples are rusting, and many poor quality photocopies are present. Also present are HABS drawings, and Section 106 XXX records. A few oversized bluelines are present, and some of these have additional information drawn in by hand. In addition to paper documents, black and white and color 35mm photographs, Polaroid photographs and oversized blueline diazotype plans are present.

Within the specified drawers, various materials are not to be placed in the archives. These include DI-1's, other fiscal forms, employee time sheets, vacancy announcements, receipts, janitorial contracts, equipment manuals, contract bid packages, etc. Materials pertaining to underground storage tanks, hazardous waste removal and radon should be evaluated by park staff; if the information is available elsewhere, such as the Superintendent's annual reports, then the files should not be placed in the park archives. The contracts in Drawer 3 of the hanging vertical file cabinet should be closely evaluated; copies of records documenting alterations to historic buildings should be retained for the park archives (e.g., roofing contracts, painting contracts, etc.).

All oversized items pertaining to resource management issues that are not already represented in the park archives should be removed to the archives. If the item is a blueline diazotype, a plain paper copy should be obtained, and the original blueline returned to Maintenance as a use copy. If the blueline has additional information added by hand, it should be reproduced into an archivally stable format, such as bond paper or chronoflex mylar. The original may then be returned to Maintenance as a use copy. Rusting clips and staples need to be removed, and poor quality photocopies need to be recopied onto acid-free paper.

Goat Herd Records and Reference Files, 1972 to 1997 (Tenant House and Barn)
The active goat herd records in the Barn are kept in acidic file folders; in the damp environment the staples, paper clips and any binders will rust very quickly. Documents present include active records on currently park owned goats, volunteer related materials including personal information, cat vaccine records, goat management reference material, and chicken information. The park does not keep close track of its chickens, and only tracks the veterinarian records of the cats.

The inactive goat herd records and reference materials in the Tenant House include goat registration information, dairy goat industry newsletters, goat management reference materials, files on individual goats previously owned by the farm, and material on bluebirds including nesting locations. These "inactive" records are currently in use as park staff are trying to re-establish the current herd to have some connection with Mrs. Sandburg's original Chickaming herd. Staff are primarily using the records of earlier goats (either dead or sold), and are accessing the records approximately once every week to two weeks; usually old goat records are referenced once every three months on average, according to park staff.

Park staff should combine all the eligible records in the Tenant House and the Barn into one collection. Staff need to determine whether or not to retain materials on the chickens, cats and bluebirds; as wildlife, the bluebird materials should be retained, however. Volunteer related materials are not eligible for retention and so should not be placed in the archives. Property management records pertaining to the goat herd are kept in the Central files. However, as the goat herd is a highly visible resource the park is managing, under the new records disposition schedule for NPS/DO-19, these records will be eligible for the park archives. As part of

the Central files, any goat management documents should stay with this collection (see below) and be cross-referenced accordingly.

Inactive (and Active) Central Files Records, 1971 to 1997 (Headquarters Building)
The Central files are housed in the Headquarters Building in the building's central work area, in vertical file cabinets in acidic file folders. Those inactive records that park staff deemed important enough to retain over the years (since 1974) and have not been purged are kept separate for continuing park use and reference. The active park records take up ten file cabinet drawers, and the retained reference records, referred to as the "historic Central files," take up five file cabinet drawers. The park's land acquisition files are located within the historic Central files. The Administrative Officer keeps all personnel files separated and under lock and key in her office; fiscal and property records are also kept separated from the Central files. Past fiscal records (to FY1994 and fiscal operating binders to 1982) are kept in boxes in the attic in the Headquarters Building.

The "historic" Central files should be evaluated for continuing reference and use, and all other materials no longer needed for reference and use should be disposed of as per the revised NPS/DO-19 Records Disposition Schedule. Materials that should be retained for continuing resource management use include natural and cultural resource related materials, interpretation, park history, and land acquisition materials. Records pertaining to the management of the goat herd should be checked against the other goat herd collections, to preclude duplicating collections and efforts. Contracts involving work performed on historic or natural resources should also be reviewed, and the most pertinent documents retained. Contract materials should also be evaluated against other park collections to guard against duplication of materials. Approximately half of the records in the inactive Central files should be retained for continued reference and use. Law enforcement (non-resource violation materials), contracts (non-resource management), fiscal, fee collection, personnel and daily park operations materials should be reviewed and retired per the Records Disposition Schedule.

As documents from the early establishment of the park (1968-1974) are few and far between, any materials that can elucidate the tasks performed and the rationale for decisions made during this period need to be retained. Also, when arranging and describing this collection, all folders containing direct correspondence with Sandburg family members should be noted. This correspondence is particularly important to document the development and operation of the park.

The Curator for the Blue Ridge Parkway searched that park's archives for CARL related materials generated when CARL was administered by BLRI, but was unable to locate any. Moreover, in the Parkway's records, there is a large hole of materials for 1968-1973; this is the time that the Parkway's headquarters moved from Virginia to North Carolina, and the Curator speculates that many files were simply purged to avoid moving them. Park staff should consider trying to track down Blue Ridge Parkway staff who worked at Carl Sandburg NHS in the park's early 1968-1974 development period. Anecdotal information from the Blue Ridge Parkway Curator suggests that some of the Parkway staff may still be in the NPS, and others may have retired to the Asheville-Hendersonville area.

If park staff choose to review active Central files for disposition at this time, any resource management records retained for the park archives should be accessioned together with the retained resource management materials in the "historic" Central files. However, the two sets of materials should be kept as separate series with original file code order and folder titles. When cataloging the collection, both series are to receive the same one catalog number assigned to the collection. If, however, the active Central files are reviewed at a different date, they should be accessioned and cataloged into the park archives as a separate and distinct collection.

Chief of Resources Management Desk Reference Files , 1971 to 1998 and
Chief of Fire and Safety Desk Reference Collection, 1971 to 1998 (Headquarters Building)
The current Chief of Resources Management is anticipating retiring in the next few years; before his retirement, his desk files should be evaluated for inclusion into the park archives by the Curator. Much of the

files are eligible, particularly as most of the natural resource related materials encountered during the site visit were found in his desk files. Further, as he has been with the park since its opening to the public in 1974, park staff should consider conducting a formal oral history interview with him to shed more light on the early years of the park.

The Chief of Resources Management has two reference files now in his possession – the fire and safety officer's desk reference collection (that position is currently vacant), which contains some interpretive materials, and his own cultural and natural resource management desk reference collection. These two collections are located in adjoining offices. Most of the materials in the Chief of Resources Management office are not eligible for the park's archives, as much has already been retired to the MPC, but much of the fire and safety desk reference files are eligible. The Cultural and Natural Resource Management Desk Reference Files discussed here should not be combined with the collection materials already retired to the MPC, as they are now functionally separate groups of materials. However, the collections should be thoroughly cross-referenced, and their use histories and provenances fully explained. Both sets reference files are arranged by topic, and the documents within them ordered chronologically.

Materials in the Cultural and Natural Resource Management Desk Reference Files located in the vacant office include:

Drawer 1 – Friends of Connemara collection (this collection is addressed separately below).
Drawer 2 – Front Lake Project – Monitor and Odors; Bird Lists; Plant Survey; Wildlife Sighted at Connemara; Pond-Trout-Restoration by Carey Jones 1989 – Fall; Landscape Plan; Museum Property – Personnel; National Register 106 Agreement; Granville Liles – Remarks at the 20th Anniversary; Swedish House; Steichen File; Memminger: Resource Material; Main House – Interior Colors; John Carl Steichen – Comments...; Oral History – Mrs. McKay; 106 - Programmatic Agreement 10/1/95 Effective Date.
Drawer 3 – "Signs" folder with original sign proposals (1991), and "Pastures" folder with special use permits and materials on the plan to open the pastures to the public.
Drawer 4 – Gypsy moth trapping records; personnel files; fire reports; Park Housing; Tree Management; Dogwood Management; Water Samples Water Life Management N1619; Plant Inventory – Millie and Anne 1994; Dam Info L7423; Pond Growths; Trail Maps; Pink Lady's Slipper Monitoring; Inventorying and Monitoring Natural Resources and Visitation;" includes correspondence, blank forms, personnel materials, maps and diagrams, and completed forms.

In the Fire and Safety Desk Reference Collection, the fire reports in Drawer 4 likely should be disposed of per the Records Disposition Schedule. The personnel records should be given to the Administrative Officer for proper disposition to the National Personnel Records Center in St. Louis, Missouri. Copyright issues may be involved with the John Carl Steichen interview/comments, and need to be determined. Also, park staff should establish the relationship between the interview to other resource management projects. The collections should then be cross-reference accordingly in the finding aids and catalog records.

Materials in the Fire and Safety Desk Reference Collection located in the Chief of Resources Management office include:

Drawer 2 – Exotic species '98; plant list '94; I&M Inventories; pesticide materials.
Drawer 3 – Law enforcement; "Safety Plan;" "Historic Home Fire Protection;" "Sign Plans;" "Films Coronet;" "Films – Reed Production of Interview with Mrs. CS;" "EN" [for Eastern National]; "PBS Sandburg Special."
Drawer 4 – Budget; property; "Penny" [for Penelope Nivens]; "Letters;" "Helga" [for Helga Sandburg]; "Connemara – Visitors to: Sandburg Years and Others;" park plans; interpretation; publicity; fees; "Sandburg Family Trust Permission Document;" "Sandburg Birthplace;" "Univ. of Ill.;" "Family Recipes;" "Memminger;" "World of CS."
Document Box – "Landscape Materials"

Notebook – "Natural Resources Inventorying and Monitoring at CARL"
Notebook – "Biological Survey began March 1993"

Again, personnel, law enforcement, safety, fees, and daily park operations records are not resource management materials and so should be closely evaluated for retention in the park archives if deemed important by park staff. Personnel and law enforcement material should not be retained. Special use permits should be critically reviewed, and if important and duplicate copies they may be added to the archives. If the information provided in the permits is also recorded in the Superintendent's Annual Reports, then the permits should be retired per the Records Disposition Schedule. All resource management related materials should be compared to other desk reference collections and materials already placed in the MPC, and cross-reference the collections appropriately in the finding aids (e.g., photographs of park signs in the Library). Duplicate copies of park planning reports may be present and should be evaluated accordingly. All the folders pertaining to film rights should be compared to the museum accession documents; it is possible that documents in these folders should be relocated to the museum accession folders for those accessions containing copies of the documentary films made, such as *The World of Carl Sandburg* and the Films Coronet material relating to Edward R. Murrow interview with Carl Sandburg. Similarly, the folder containing materials pertaining to the University of Illinois should be compared against museum accession documentation. The "Landscape Materials" box should be compared against materials already in the MCP from the Cultural Landscape Report, and included if appropriate.

Also in the vacant office is the Clemson University Library Reference Database. This project gathered all bibliographic references/sources concerning the park and its environs – "A compilation of available information sources about the park and the surrounding area." The data is on computer disk in dBase IV (1.5) as well as in ASCII and was copied in 1994; this needs to be migrated or printed out as soon as possible before the disk deteriorates from age or is unreadable due to technological (software program) obsolescence.

Chief of Visitor Services Desk Reference Files, 1995-1997 (Headquarters Building)
The Chief of Visitor Services has diligently retained many interpretive program materials. She has retained all park brochures, and already sends copies of press releases to the Curator. She has retained a copy of the Statement for Interpretation plans, which include a copy of all Individual Service Plans for all Interpretive rangers for all interpretation programs. The Visitor Services or Interpretation slide collection (except for a few boxes of Phil Smith slides) has already been incorporated into the park archives collections of slides, and is accounted for below in the MPC collections. The remaining slides need to be compared and incorporated as indicated. Other eligible materials in the desk reference collection include photographs of performances at the park's amphitheater, documentary photographs of old wayside and walking trail signs, reference material on goat management, brochures, correspondence and notes on exhibits, interpretation curriculums, and cyclic repair and rehabilitation.

Visitor Services staff have in the past created scrapbooks of newspaper clippings pertaining to park events, etc., and the Chief of Visitor Services wishes to continue this practice. It is recommended that to avoid future preservation problems associated with scrapbooks (acidic leaf paper, acidic newspaper clippings, acidic glue, mounted in hard to handle bound volumes), the scrapbook pages not be bound, so that they may be photocopied onto acid-free paper at the end of the year or at some other designated time. It is important that the pages be photocopied before the newspaper yellows or the glue discolors the pages. An alternative is to microfilm the pages of the book when it is retired to the archives, but this may be a more costly procedure.

The Chief of Visitor Services expressed interest in soliciting collection donations from the adjacent Flatrock Playhouse, including photographs of performances, paper records documenting performances and performance ephemera from works staged at the park. The park's Scope of Collection Statement cites the need for close relations between the park and the Playhouse (per the 1990 Statement for Management), but does not address

the acquisition and retention of materials pertaining to Playhouse performances of Carl Sandburg plays or plays based upon his life, etc.

Park staff may wish to wait on accessioning park publicity materials currently held in museum storage until all the Chief of Visitor Services desk reference material is gathered together to create one comprehensive park ephemera/publicity accession. The ephemera could be arranged in a separate series within the collection. The interpretation planning documents could either be kept together with other Visitor Services materials from the desk reference collection, or included with the park planning documents collection (see below, Superintendent's Reference Collection and Library collections). However, it is recommended that the Chief of Visitor Services desk reference collection not be disarticulated but left as complete as possible, and the planning documents arranged as a separate series. The two collections should then be cross-referenced in the finding aids. This collection should also be compared to the Chief of Resources Management desk reference collection and cross-referenced as warranted (e.g., sign plans).

Again, original records pertaining to fee collection, training, equal opportunity and volunteer awards materials should be closely evaluated for retention. The visitor statistics should be retained regardless of summarized data in the Superintendent's Annual Reports. As no personnel related materials are ever to be retained in a park archives, it is suggested that all materials pertaining to training and equal opportunity not be retained but instead turned over to the Administrative Officer for proper disposition.

Superintendent's Reference Files, n.d. (Headquarters Building)
Copies and originals of many park planning documents are present in the Superintendent's office in book cases. Eligible documents include Historic Structure Preservation Guide; Long Term Management Plan; Statement for Management 1985; Operations Evaluation 1986 and 1988; Operations Evaluation 1993; Cultural Landscape Report 1991; (museum) Collection Management Plan 1992; Collection Condition Survey; Historic Resources Documentation; Resource Management Plan for 1982 and 1984. Boxes of reports include Museum Collection Plans, Extra and/or Outdated Planning Documents; and General Planning Documents.

When no longer in active use, a copy of each should be retired to the archives, if copies are not available elsewhere such as the Library. A copy of every final park planning document should be incorporated into the park archives as evidence of the interpretation and vision for the park over time. This may be an artificially created collection, and should be stated as such in the collection's finding aid. These reports are not specific to the Superintendent, and the associated "project" records are not located at the park.

Many of these reports are present elsewhere in the park, such as the Cultural Landscape Report (see below in the Museum Preservation Center collections) and the museum planning documents. Whereas items that document the museum collection are not cataloged into the museum, the Collection Management Plan and Collection Condition Survey could be accessioned into the park archives as part of a larger park planning documents collection. The Cultural Landscape Report will be accessioned and cataloged with the project's documents currently stored in the MPC, and so may be dropped from consideration in this collection. Museum planning reports may be included at the discretion of park staff.

Due to confidentiality, the Superintendent's desk files were not reviewed. When she leaves, her desk materials should be retired to the park archives as a desk reference collection. The park records review committee should evaluate the desk files of the Superintendent with her when the Superintendent moves to a new position. Files should be considered for retention with an eye towards supporting an administrative history.

Park Library / CARL Ephemera Collection, 1967-1994 (Headquarters Building)
Many potentially eligible archival items are in the Library, both on the book shelves and in the locked lower cabinets. These include first editions of Carl Sandburg works, books by family members, park planning documents, publications on the Sandburg Collection(s) at the University of Illinois, photo albums by park

staff, video tapes, audiocassette tapes, place mats, note cards, etc. The materials in the Library are an artificial amalgamation of items, unlike a purposeful retention strategy of an organic reference collection. Thus, it is not necessary to regard the Library materials as a collection unto itself. Instead, staff may be better served as viewing it as a central repository of many small, potentially eligible collections. Since the site visit, the commercial objects have been relocated out of the Library (place mats, etc.).

Many of the books and park staff created items are in need of preservation and conservation attention. Many of the early books have been heavily written in by previous park staff, and some have damaged covers and bindings.

The contents of the Library shelves and cabinets are:

Cabinets 1 and 2 – General NPS reports, books for review for inclusion into the Library, administrative supplies, etc.
Cabinet 3 – Copies of theses and reports on Carl Sandburg; publications on the Carl Sandburg collection at the University of Illinois; two binders of black and white photographs; 1971 CARL Master Plan; 1970 Interpretive Prospectus; Environmental Assessment Design Concept 1977; Master Plan 1972; Historic Structure Report 1981; Development Concept Plan 1980; 15 audio cassette tapes of commercial Carl Sandburg recordings; one VHS tape "4 Videodisc Programs – Open Captions;" note cards; place mats; centennial celebration pamphlets; four audiovisual sets (two complete) *Sandburg's Connemara*; notes on museum cataloging; photocopies of ephemera; newspapers.
Cabinet 4 - Library books to be cataloged or repaired; two videos on general topics; one video and three cassettes on goat care; park booklets.
Cabinet 5 – Duplicate books, some by Carl Sandburg and others by Sandburg family members.
Cabinet 6 – Carl Sandburg and other family members' books. The older volumes are in poor repair, with broken bindings, and stained pages and jacket covers. Many were heavily written in by previous park staff on the front pastedowns and free endpapers. Some first editions are present, such as *Slabs of the Sunburnt West* (1922), *Smoke and Steel* (1920), and *Potato Face* (1930) one with original jacket cover and one without. An undated, poor quality photocopy of *Chicago Race Riots* (1919) is also present.
Cabinet 7 – Carl Sandburg and other family members' books; *The Uncorrected Advance Proof Volumes I and II of Carl Sandburg A Biography* by Penelope Niven; Historic Resource Management Plan Chapters I, II, III; Carl Sandburg Centennial Activities 1978 (a binder); oral history project training notebook 1984; the history thesis "Mrs. Sandburg and Her Goats" office copy; "Establishment Day at CARL" (a binder, contains black and white and color photographs); Furnishings Plan; original manuscript by Paula Steichen Polega for the NPS CARL Handbook; a photograph album of park signs (black and white, color and Polaroid prints).

On the book shelves are the library books, and a few VHS videos. Video titles are "1. History of NPS 2. Overview: Sandburg Home 3. Guided House Tour 4. Stewardship;" "Sandburg's Connemara Video;" and "Carl Sandburg on Ed Sullivan Show." Also present are two first edition copies of *My Connemara* by Paula Steichen.

Cabinets 1, 2 and 5 do not contain any materials eligible for the park archives. Much of the material in Cabinet 3 is eligible, however. Per the *Museum Handbook*, Part II, Appendix D, copies of publications that relied upon park collections for research should be included in the park archives. The *Sandburg's Connemara* sets should be compared to the materials already in the MPC to be accessioned (see below). The notes on the museum cataloging system should not be included, and the photocopies and newspapers evaluated against other cataloged and uncataloged collections for inclusion. The planning documents should be compared against those located in other locations to ensure duplicate plans are not accessioned. Staff should compare the photographs in the albums to other park photographic collections to determine if negatives for these images are present elsewhere in the park. If negatives are located, the collections should be cross-referenced accordingly.

Since the site visit, many of the materials in Cabinet 3 have been relocated to the MPC for storage and eventual inclusion in the park archives.

The goat management materials in Cabinet 4 need to be evaluated against other goat management materials; park staff may not wish to accession these high-maintenance media if the data is available elsewhere or not indicative of how the goat herd was/is managed. If these videos document the park's goat herd or Mrs. Sandburg's goat herds, then they should be retained, and duplicate copies made on analog tapes.

The books in Cabinet 6 should be compared against those already in the museum collection. If works are not represented already in the collection, the text in the best repair should be selected for accessioning. If the early works are sufficiently rare, a book conservator should be contacted to determine the cost of repairing the texts. Further, staff should evaluate the poor photocopy of the *Chicago Race Riots* against the SOCS to determine if it is eligible for inclusion in the museum collection. Park staff should try to locate a better quality copy for the Library.

Much of the materials in Cabinet 7 are eligible for the park archives. The oral history project training notebook should be compared against other project materials already in the MPC. The binder "Establishment Day at CARL" is in need of conservation attention – the copies are poor quality, and the plastic is damaging the photographs. The Resources Management desk file collection should be checked to determine if a duplicate of the park sign photograph album is present or if the Library copy is the only extant copy. The photographs in both the Establishment Day binder and park signs album are in need of conservation attention. It is possible that the Establishment Day images are duplicated in the unprocessed photographic collections in the MPC. If so, the Library photo album should become a series of the larger MPC collection (which contains the negatives). The Historic Resources Management Plan should be compared to the materials in the MPC, particularly the albums of photographs by T. Russell Jones. Since the site visit, most of the materials in this cabinet have been relocated to the MPC by the Curator for storage and eventual inclusion in the park archives.

The VHS videos on the shelves likely should be included in the archives, if copies are not already present. If in the museum collection, analog duplicate copies should be made for long-term preservation. The first edition My Connemara should be added to the museum collection if a copy is not already present. Photocopies of the publications on the Carl Sandburg collections at the University of Illinois should be added to the museum collection documentation.

Friends of Connemara Association Files (Headquarters Building)

The *Museum Handbook*, Part II, Appendix D recommends park staff consider the acquisition of related "friends groups" collections, namely groups of citizens active in the establishment of a park or in supporting or influence its policies. For the park, this would be the Friends of Connemara. The Chief of Resources Management has permitted the Friends to store their association records at the Headquarters Building in the vacant office. Park staff should consider revising the SOCS to permit the inclusion in the museum collection. If the park is interested in the collection, staff should then solicit the donation of inactive records from the Friends, or officially broach the subject to the group's president for presentation to the membership.

Museum Preservation Center Materials

Park staff have placed many eligible materials (and a few ineligible items) for a "park archives" in the storage facility of the MPC. During the site visit these materials were reviewed, and separated into cogent collections. Each defined collection will be separately listed here, along with specific arrangement recommendations as warranted.

CARL Photographic Collection, 1967-1980
This is the main park photographic collection, generated by various park staff since the purchase of the Sandburg home by the NPS, and includes black and white and color photographs. This collection is referred to as the "Photographic Archives" in the Cultural Landscape Report. The collection is divided into black and white and color photographs, and each is separately indexed. For arrangement, description and cataloging, the collection should be divided into two series, one for the black and white images and the second for the color images; the existing index numbering system may be retained.

Many 35mm black and white negatives for this collection were separated out and stored in film canisters, often one image (35mm frame) per canister. The negatives are indexed, and so can be housed in sequence with the rest of the collection negatives.

The enclosure sleeves used are acidic kraft paper and need to be replaced by pH neutral, lignin-free, high alphacellulose, non-buffered sleeves that meet the P.A.T. All glassine inner sleeves also should be removed. The color negatives are housed within the print enclosures and need to be removed and housed in separate enclosures. Much of the collection is slumping due to inadequate support in the file drawers. The collection should be removed from the file drawers and housed in archival boxes. This will provide more support to the prints and negatives, allow for removal of an item with less handling of other items, allow for easy service to the research room for usage, and allow the negatives to be placed in cold storage when it becomes available.

Many of prints of images in this collection have been separated out into distinct albums based upon the individual photographer and often thereby incidentally by subject matter. The albums should be checked against the main Photographic Collection to determine if indeed the images are represented and indexed, particularly albums lacking negatives. Albums found to be created from the main collection may be included in collection's accession and established as a separate, but cross-referenced, series. The whole collection will receive only one catalog number, however. The albums in question are listed below; existing photo album titles appear in quotation marks (only one album is unlabeled).

- ***"Neil Westveer"* Photographs** – This consists of two albums of black and white prints, one containing 65 prints and the other 60 prints of park structures. This latter album is labeled "Exteriors 10/16/74." Both albums' prints are mostly labeled, and a numbering system is present but there is no index. The numbers are in accordance with Series I index numbers.
- **Unlabeled Album** – This consists of one album of 53 prints generated from 1974-1975. No indexing numbers, associated information or negatives are present. This collection needs to be researched to determine if there is any common thread for these images to be separated out, and evaluated against the CARL Photographic Collection to determine if the images are present in the main collection. If the images cannot be linked to the main photographic collection, the prints should be accessioned and cataloged as a discrete collection.
- ***"Photographs Tom Gray April 1971 Building Survey Photographs 8x10 Color Negatives Filed"*** – This consists of one photo album of 130 color prints. All images are indexed in the front of the album, and all images are Series II (color) images in the CARL Photographic Collection.
- ***"Cecil Stoughton Photographs"*** – This consists of two albums of color and black and white prints (85 8"x10", five 5"x7" prints) and 12 contact sheets, dated fall of 1967. All prints have either Series I or Series II CARL Photographic Collection index numbers. Cecil Stoughton was a WASO staff member, and some of the prints also have WASO photo index numbers. An index is present.
- ***"Sandburg – II"*** – This consists of one album of approximately 70 8"x10" black and white prints, with no associated information and no index numbers. One of the images of a water heater is very similar to a water heater image in the T. Russell Jones collection (see below). These images should be closely compared to that collection, and incorporated if warranted. It should also be compared against images in the CARL Photographic Collection, and incorporated if warranted.

- *"Photographs Miscellaneous"* – This consists of one album of 50 8"x10" prints, many with descriptions on separate tags. Some prints have negative numbers present, and the numbers are from Series I in the CARL Photographic Collection. There is no readily apparent reason as to why these images were separated out from the rest of the collection; there is no obvious coherence in terms of photographer, subject matter, etc. It is recommended that these images be folded into the regular Series I indexing and cataloging of images, and not be retained as a separate series. Park staff should carefully research these images to ascertain any relationship among them. If no interrelationship is determined to exist, it is recommended the album be accessioned and cataloged as a discrete collection.

Unprocessed CARL (Park) Photographs, 1976-1997
This collection consists of three cardboard boxes of unprocessed color and black and white photographs and negatives, and two packages of color transparencies. The quantities of image types present are approximates: 5,688 black and white negatives, 5,688 black and white prints, 3,348 color negatives and 2,880 color prints (approximately 17,604 objects total). All of the prints and negatives are still housed in the original processing lab envelopes, except for a few 8"x10" prints, and all need to be rehoused in archival enclosures.

These images should be incorporated into the main park photographic collection as a discrete series. Park staff should be queried to shed any possible light on the images, such as subject matter, possible associated project documentation, potential photographer(s), dates, etc. Images may be weeded out and not cataloged into the collection after close consideration for duplication, poor quality and informational (documentary) content. The items disposed of should be documented in writing and the documentation kept with the collection.

Copy Photographs
One overstuffed document box and two scrapbooks of predominately duplicate prints of images already cataloged in the museum collection. These images should be rehoused, cross-referenced to the appropriate catalog number for the original image, modify the catalog record to indicate that duplicate prints exist, and house separately. They may be used as copy prints for interpretive use. The originals prints not already represented in the museum collection should be cataloged as warranted.

CARL Interpretation Slide Collection, 1969-1998
This collection of approximately 3825 slides were originally kept by the Chief of Visitor Services as the Interpretation Slide Collection. The collection is arranged by subject matter, but there is no index or numbering system is present. Those slides (by Phil Smith) still remaining with the Chief of Visitor Services desk reference collection should be removed and incorporated into this collection. Some slides were taken by a park volunteer noted for the high quality of his images (Phil Smith); when the photographer of the slides is known, it should be recorded in ANCS+ during cataloging. The collection needs to be rehoused into archival enclosures. Both Ektachrome and Kodachrome slides are present; the Kodachrome slides should be placed in cold dark storage after the collection is processed for preservation of the images. The collection should then be prioritized with other collections for preservation duplication onto Kodachrome master sets and Fujichrome use sets. Images may be weeded out and not cataloged into the collection after close consideration for duplication, poor quality and informational (documentary) content. The items disposed of should be documented in writing and the documentation kept with the collection.

Jay Schuler's Interpretive Slides, 1988
This collection of approximately 660 slides were taken to become part of the Sandburg's Connemara audiovisual program and an interpretive slide program. These slides were lumped with the general park Interpretation Slide Collection, but were identified by individual numbers assigned by Schuler. There is no index nor readily apparent arrangement to this collection. Research will be required to determine what slides became part of the Sandburg's Connemara program and what slides became part of the park interpretive slide program. The collection needs to be rehoused into archival enclosures. Both Kodachrome and Ektachrome slides are present; after processing, the Kodachrome slides need to be placed in cold dark storage for

preservation of the image. The collection should then be prioritized with other collections for preservation duplication onto Kodachrome master sets and Fujichrome use sets. Images may be weeded out and not cataloged into the collection after close consideration for duplication, poor quality and informational (documentary) content. The items disposed of should be documented in writing and the documentation kept with the collection.

Sandburg Family Photograph Albums, n.d.
According to the Curator, these four albums were all donated and created by Paula Steichen Polega. Another two albums were compiled by park staff with information and photographs provided by Paula Polega. However, during the site visit, it was the author's strong impression that two albums were actually created by Margaret Sandburg, based upon the narrative included with the prints. Park staff need to determine when and by whom the albums were donated. If the albums were donated together but created by different individuals for different purposes, then the albums should be divided into two separate collections based upon creator. All of the images should be checked against the main CARL Photographic Collection and the Sandburg Family Photographs Collection (see below) to determine if any of the images have negatives in other collections. If the images do appear in other collections, because of the narratives present they should remain as separate collections (the narratives indicating a distinct creative effort on the part of the family members). The dates of creation of the albums needs researching and need to be included in the collection title.

The two albums possibly compiled by park staff in concert with information and photographs provided by Paula Steichen Sandburg focus on the landscape of the property. In addition to prints, they contain two ink on paper summer garden plans and plans for the garden around the foundations of the main house. The photographs are mounted within sleeves, and indexed narrative cards are mounted in the albums. One of the maps and the photographs are keyed together, indicating where photographs were taken within the garden. The narrative of Margaret Sandburg is her responses to an interview being conducted by park staff. Park staff should research the relationship between this collection and the Cultural Landscape Plan project, and cross-reference the collections accordingly (photographs and drawings). The albums contain 75 black and white prints and 37 color prints, but no negatives.

The four albums compiled with Paula Steichen Polega utilize copy prints from her personal photograph collection of Sandburg family images. The original images date to c.1915, but it is unclear when the copies were generated. Some of these images are accompanied by narrative from Paula Steichen Polega's book. The albums contain 143 black and white prints and 175 color prints, but no negatives.

These photo albums are of great importance to the park and should be a high priority for rehousing. If the photographs cannot be removed from the mounting pages, consult conservator Nancy Purinton at Harpers Ferry Center. If the narrative cards cannot be removed, they should be transcribed onto acid-free paper. Preservation copies on acid-free paper need to be made of the planting plans. Two sets of color photocopies have been made of each album for use copies. The original album pages have been rehoused in archival plastic sleeves and cloth bound albums.

Sandburg Family Photographs Collection, 1947-1972
This collection is housed in the same photographic filing cabinet as the main park photographic collection, but is kept separated from the park collection. The images of the Sandburg family have been donated by Helga Sandburg Crile and Paula Steichen Polega; the collection is comprised of 1137 color and black and white prints and some black and white negatives. The collection is indexed by topic or subject matter; reference index cards by subject have been created.

The collection needs to be a high priority for rehousing into archival enclosures and boxes. In particular, the 250 acetates in this collection are in need of cold storage to slow the rate of deterioration, until such time as they can be professionally duplicated. Of note is that the copyright to these images have specifically NOT

been given to the park but remains with the family members. These images may not be duplicated, mounted on the Web, distributed or otherwise by published, exhibited or performed without permission of the family. Park staff may use the images for reference and in-park exhibits only. Each print and envelope is stamped "Property of Paula Steichen Helga Sandburg Crile Not to be used without their permission."

Smyth Family Photographs Collection, 1901-?
Donated by one or more descendents of Captain Ellison Adger Smyth, this collection is primarily 144 prints and a few negatives. This collection is also housed in the same photographic filing cabinet as the park photographic collection, but is kept separated in the drawer. The negatives are copies of early prints; some cellulose nitrate negatives in good condition may be present; the notch codes were under research during finalization of this report. The collection is arranged by subject and index numbers are present, but no index was located during the site visit. Some negatives are housed in glassine envelopes, and others have been placed in the envelopes with their prints. Research concluded that the images were not cellulose nitrate film stock. Further, it was revealed that the park had many of these copies made from images in the Smythe family albums.

This collection should be a high priority for rehousing into archival enclosures. The negatives need to be separated from the prints, and boxed separately for future cold storage. The few original prints (not copy prints) should be placed in paper enclosures to guard against scratching and inadvertent damage from handling.

Donation of this collection is cloudy, subsequently there is no statement as to use or copyright restrictions. Signed Deeds of Gift indicating that the park has all copyrights are necessary for legal ownership of this collection by the NPS; these forms need to be filled out by the donor or by immediate family members if the original donor is deceased. At that time, use restrictions and copyright need to be addressed and a Statement of Copyright signed. Otherwise, the park does not legally own, nor can use, the images in this collection, except for fair use purposes. The park should obtain model releases from any living individuals shown in the photographs.

T. Russell Jones Photographic Collection, n.d.
Jones was a staff member of the office of Archaeology and Historic Preservation, ESC-HHA. The collection is comprised of two photo albums; only the second album is obviously tied to a Historic Structure Report and so part of a resource management project, but it is possible that the first album also contains images taken for the project. Park staff need to research these images to determine if the two albums are part of the same or different projects. If the same project, namely the Historic Structure Report, then the photographs and the report should be accessioned together as the Historic Structure Report project. If two projects are represented, the album not related to the Historic Structure Report should be accessioned and cataloged as the T. Russell Jones Photographic Collection, or with its affiliated project records if they are located.

- ***"Carl Sandburg Photographs"*** – One album comprised of black and white contact sheets, prints and negatives and slides. Both 35mm and 120mm negatives are present, as well as Kodachrome and Ektachrome slides. Contact sheets and negative rolls are numbered, and photo logs are present. As the negatives are present, it is likely that these images are not incorporated into the CARL Photographic Collection. All the images should be compared to the Historic Structure Report photographs to determine if these were images taken during the project.
- ***"Sandburg H.S.R. Photographs"*** – One album comprised of illustration plate text and five black and white prints. There are no dates and many prints are missing (see other album?). Park staff should reference all images to the Historic Structure Report and accession all project documents as appropriate. No index or negative numbers are present.

"C. Sandburg Photography Pkg 126 Lakes/Dams 1977-78 Frazier," 1977-1978
This collection is comprised of 230 black and white prints, 115 color slides, 20 color prints, 16 negative sheets, and 13 color photocopies housed in one photo album. The black and white prints are sticking to the non-archival plastic enclosures. Some negatives have roll numbers, and some slides are labeled. Some slide mounts are labeled as Ektachrome, but others are in generic (unmarked) slide mounts. A few prints are stamped on the back with a roll number. No index is present. Due to the poor quality of the enclosures, the collection should be a high priority for rehousing in archival enclosures, particularly the prints.

These images are part of a specific Historic Structure Report project, and associated project records may be present in other collections in the park, per anecdotal information from the Chief of Resources Management. All associated project documentation, such as field notes, contract materials, the final report, etc., should be gathered and evaluated (particularly any contract materials), and the documents and photographic materials accessioned and processed as one project, similar to an archeological project. Any correspondence located in other collections should be cross-referenced accordingly in the finding aids and the catalog records.

Historic Buildings Photographic Collection, 1969
This collection consists of four photo albums of black and white prints and negatives and a few slides. All of the images were developed in December, 1969. As such, the images may be the earliest systematic photographic documentation of all the Connemara structures as first acquired by the NPS. There are no landscape images present. This collection should be a very high priority for rehousing into archival enclosures. The albums are as follows:

- ***"Carl Sandburg N.H.S. Historic Buildings #1 #2-#26 Negatives Contact Sheets"*** – 140 black and white prints, nine contact sheets, nine rolls of black and white negatives, 16 slides. The strips of negatives are binder clipped to the backs of the contact sheets.
- ***"Carl Sandburg N.H.S. Historic Building #1"*** – 104 black and white prints.
- ***"Carl Sandburg N.H.S. Historic Building #2-26"*** – 160 black and white prints.
- ***"Carl Sandburg N.H.S. Historic Buildings #2-#26"*** – 160 black and white prints.

Park staff should review the historic Central files collection and the Chief of Resources Management desk reference collection to determine if any correspondence exists relating to this project. The correspondence should then be cross-referenced in the finding aids and catalog records. Park staff may photocopy the correspondence and place the copies in this accession if of significant value to the understanding of the project, especially given the early date of the images.

University of Illinois Photographic Collection, n.d.
This collection of 71 black and white prints and 46 negatives was acquired by the park from the University in 1980. Comprised of 5"x7" and 8"x10" images, some of the images are copies while others may be originals, based upon the film types present. The 5"x7" images include 56 prints and 46 cellulose acetate negatives; no dates are present, but adhesive labels with Univ. of Illinois index numbers are present. Only 15 prints are present for the 8"x10" images. No documentation on these images has of yet been located by the Museum Technician. Further research is needed for this collection to determine its donation history, why it was not retained by the University of Illinois, to receive a copy of the image index from the University, to determine the collection's relationship to the rest of the University of Illinois collection, to establish ownership of copyright, etc.

Various donations from the University should not be lumped together, but instead are to be treated as individual gifts to the park. Appropriate documentation needs to be signed by the University (i.e., Deed of Gift) including statements of copyright. The acetate negatives need to be separated from the rest of the photographic collections because of the acetic acid off-gassed by the negatives. Cold storage is recommended

as means to slow the deterioration process until the negatives can be professionally duplicated onto a more stable film.

SERO Historic Architecture Division Slide Collection, 1974-1988
This collection of approximately 160 slides was sent/transferred to the park from the Southeast Regional Office, Office of Historic Architecture (SERO-OHA) in 1992; these slides were no longer needed by that office. If the visual information recorded on the slides is not well documented elsewhere, or the slides visually represent work done at the park by SERO-OAD, the slides should be accessioned as a discrete collection. If the slides do not add any value to the park's visual record, the park should reconsider adding them to the museum collection because of the high maintenance costs associated with the media. If accessioned, the slides need to be rehoused into proper archival housing, and placed in cool storage. The collection should then be prioritized with other collections for preservation duplication onto Kodachrome master sets and Fujichrome use sets.

CARL Audiovisual Materials, 1958-1990
Comprised of a wide array of media types, this collection includes NPS productions, commercial productions (such as local television "spots" broadcasts), copies of early Carl Sandburg lectures, interviews, special events, and interpretive programs. Much of the audiovisual media at the park (magnetic and film) are unaccessioned and uncataloged, regardless of acquisition date. Most of the audiocassette tapes are lumped together in a cardboard box, whereas reel to reel audiotapes are housed upright in a park-constructed wood cabinet and commercial motion picture film is housed flat in their original film canisters. Media present include 57 reel to reel tapes (7" and 5"), 39 audiocassette tapes, one VHS tape, and an audiovisual filmstrip and cassette production. Some associated documentation is present for some materials.

In 1980, the University of Illinois removed many original sound recordings from the park, leaving the original storage boxes at the park. These boxes were then cataloged by the park. The University duplicated the approximately 45 recordings onto 15 reel to reel tapes for the park. These reel to reel tapes have not been accessioned and cataloged yet, nor have duplicate use copies been generated. The conditions of the tapes need to be evaluated; depending on their condition the park may wish to actually have use copies produced from the University of Illinois' tapes (presuming they have duplicate recordings as well that are in better condition than the park's reel to reel tapes). If in poor condition, the park may need to request new "copies" be produced by the University.

Original videotapes and audiocassettes in the Library should be added to this collection. All audiocassette tapes relating to the oral history project and the audiovisual materials from the Sandburg's Connemara production should be removed to those appropriate collections, which are discussed below. Those materials relating to already accessioned materials should be cataloged under those accessions as appropriate. Audiovisual media that has been cataloged is addressed separately in Chapter 5.

The current storage cases for all the media are plastic, acidic chipboard or acidic wood cases. All the magnetic media need to be rehoused into archival boxes, wound on archival cores instead of flanges as appropriate, placed in the appropriate position for storage depending on the media type (supporting storage racks purchased if necessary), and placed into cool or cold storage as funding becomes available. Many of the early reel to reel tapes are undated on the labels. Care needs to be taken to determine whether the date present is the date that the original event was recorded or the date that the copy tape was produced. A few audiocassette tapes may be blank. Vendors for preservation storage products may be found at the website for Hollywood Vaults Inc., a leader in film and media preservation, at www.hollywoodvaults.com.

Much of the magnetic media in the park is in need of preservation duplication onto an archival format. Park staff need to prioritize all media based upon importance and condition before embarking on a reformatting project, however. Thus, the conditions of all the tapes need to be determined as well, which necessitates

playing the media. This baseline condition is also necessary for cataloging purposes. The park received an estimate of $30,000 to copy all the reel to reel tapes (uncataloged) in this collection (42 total) and wire recordings (cataloged, 29 total) onto master reel to reel tapes and use copies onto CD's. Further, park staff need to consult with professional sound and moving image archivists to determine if they wish to establish a winding/rewinding schedule for the audiocassette tapes and a copying schedule for the VHS video tapes. A reformatting program also needs to be established by park staff, so funding can be obtained in advance of the project. Because of the high cost, the park should investigate grant sources for funding a reformatting project.

Again, there are copyright issues involved with these various collections that need to be resolved, particularly before copies of original tapes and films are placed in the Library. All copies placed in the Library should contain an accurate copyright statement.

There are nine unaccessioned motion picture films including Carl Sandburg's Address to Congress, an interview with Edward R. Murrow, and CBS Reports *Carl Sandburg at Gettysburg*. There are a total of ten reels, on 7", 10" and 12" reels. One film is a copy of an already cataloged film, and one film has associated documentation present in the Fire and Safety Desk Reference Collection. The Curator performed an acetic off-gassing test using test strips to determine the condition of the films. All the films tested between blue and blue-green, or good to fair/good (green being fair). However, three of these films are the intellectual (copyrighted) property of Coronet Films and CBS, Inc. Staff should strongly weight the benefits of having these interviews in the collection against the monetary investment of high maintenance objects that the park does not, nor ever will have, copyright to. Instead, the park may wish to consider simply having use copies (with permission from CBS, Inc.) available for restricted use in the Library. The films have already been duplicated onto VHS tapes, which are acceptable as use copies but are not adequate as master preservation copies. However, as the production companies and the Library of Congress have the masters and duplicate copies of these films, and the park's copies are so deteriorated, it is suggested these films not be placed in the museum collection. (Staff should verify the existence of the originals and duplicate copies at these institutions in writing, and retain the documentation in the Catalog Folder or park museum archives as appropriate). Instead, the park may wish to obtain high quality use copies from either the production company or the Library of Congress. Copies of the VHS tapes are to be placed in the Library for reference use. Statements of copyright and fair use should accompany all tapes made available for use in the Library.

"Sandburg's Connemara" Audiovisual Production Collection, 1988
A wide array of media currently in disparate locations was generated by this project, and should be gathered together and accessioned and cataloged as a coherent project. Materials identified during the site visit include the audiovisual sets in the uncataloged CARL Audiovisual Collection box, the complete program box sets in the Library, and the slides from the Jay Schuler Interpretive Photographic Collection. At least one complete box set should be included in the collection; more than that is the discretion of park staff. Rehouse the collection materials as appropriate. The non-archival packing foam in the box sets should be removed and replaced with archival polyethylene ethafoam. Plan to duplicate the audiocassette tape onto reel to reel tape, and contact this office for assistance in obtaining a preservation copy of the film strip. Project related correspondence may be present in the historic Central files or the Chief of Resources Management desk reference collection; if located, the collections should be cross-referenced accordingly in the finding aids and catalog records.

"A Biological and Physical-Chemical Characterization of Two Ponds...." Project, 1977-1979
This is the result of a masters thesis project; the only documents present are two copies of the project report titled "A Biological and Physical-Chemical Characterization of Two Ponds Each Accommodating Either Agricultural or Urban Runoff." The student, James P. Swigert, attended Tennessee Technological University and submitted the project for a Masters of Science in Biology. The reports' paper is bond, but the binders are of poor quality. Park staff should look for project related correspondence in the historic Central files and in the Chief of Resource Management's desk files. Any related materials should be cross-referenced accordingly

in the collection finding aids. The report should be foldered and housed in an archival document box, and a photocopy placed in the Library for reference.

Carl Sandburg Traveling Exhibit Collection, 1972
Created by the NPS Division of Museums (HFC) in 1972, this collection is comprised of approximately 65 black and white negatives and 70 prints, text, and the original exhibit panels. The panels are very large and difficult to house and so are stored in the Barn loft. The photographic images are labeled, but no index is present. The negatives are housed in glassine envelopes, and the prints are mounted and then housed in plastic page sleeves. The negatives and prints need to be rehoused in archival enclosures. The glued prints should not be removed from the mounting pages, but instead rehoused on the pages in paper enclosures. The text should be foldered and placed in document boxes. The panels were disposed of after the site visit, before the installation of a fire suppression system in the barn.

Cultural Landscape Plan Project, 1989-1993
This collection is the associated project records and materials generated by the production of the Cultural Landscape Plan. The plan was produced under contract by Susan Hart of the University of Georgia. Materials present include final and galley copies of the plan (on paper and mylar), approximately 50 black and white prints, oversized plans and drawings, five audiocassette tapes, and four microcassettes; the DSC-TIC generated microfilm in punch cards of the final plan are also present. Other project material may be located in the map cases and should be incorporated into the project accession if present. The audiocassette tapes are of interviews with Sandburg family members and other individuals (including Smyth and Ballard family members); family review comments on the plan are also present. Many of the photographs are taped onto yellow lined paper; the photographs should be removed from the paper by cutting the tape, and the images re-sleeved tape and all. The prints should be prioritized for conservation attention with all other photographic media.

The DSC-TIC generated microfilm cards should be removed and placed with the park's other microfilmed plans. The final report was microfilmed after the completion of the project by an outside NPS office; thus the cards are unrelated to the project. Some of the landscape photographs and maps in the Sandburg Family Photograph Albums Collection may have been produced in response to this project being conducted. Specifically, prints and maps created and donated by Sandburg family members pertaining to landscaping should be cross-referenced as another landscape specific collection. Also, copyright and fair use issues associated with the interviews should be addressed; staff should consider having retroactive release statements signed by interviewees. If the interviews are considered of importance to the park, duplicate master and use copies should be generated.

Carl Sandburg Oral History Project, 1980-1981
Conducted in 1980 by Penelope Niven McJunkin, a biographer of Carl Sandburg and a University of Illinois library staff member, this project interviewed and collected the reminiscences of many individuals of their relations with Carl Sandburg. It was paid for the Eastern National Park and Monument Association, but copyright questions and interviewee restrictions may still be issues if proper release forms were not obtained by the interviewer. The collection is comprised of 52 audiocassette tapes, approximately 25 black and white photographs and over 13 inches of project related correspondence. Transcripts of the interviews are present as well as a finding aid. When the collection is processed and described/cataloged, all restrictions and copyright issues need to be clearly stated, and resolved as necessary. The audiocassette tapes should be prioritized for duplication onto ½" reel to reel tape, the photographs placed in archival enclosures and the correspondence placed in acid-free folders in document boxes.

Historic Furnishings Report Project, 1984-1987

This is the collection of research materials and related project correspondence generated by the production of the Historic Furnishings Report. The report was produced under contract by Dr. David H. Wallace; however, the associated Furnishings Maintenance and Protection plan indicates Dr. Wallace was a Staff Curator with the Division of Historic Furnishings, HFC. Present are photocopies of primary sources, floor plans, project correspondence, 25 rolls of black and white negatives and prints, and prints from the CARL Photographic Collection. The 25 rolls of negatives and prints are not indexed, and the document storage boxes are overstuffed to the point of damaging the papers. A copy of the final report is not present; one should be added to the collection from the Library. The photographic material should be housed in archival enclosures, and the documents foldered and properly rehoused in document boxes. Refer to *Conserve O Gram* 19/16 "Housing Archival Paper-Based Materials" for specific guidance on labeling folders and boxes.

NPS/Sandburg Family Correspondence, 1974-1993
Comprised of correspondence between Sandburg family members and NPS staff, these letters and records were selected by park staff prior to 1996 for distinct storage and retention because of the correspondents involved. The correspondence is filed based upon correspondent/family member. Subject matter includes personal recollections of family members, black and white photographs, photocopies of newspaper clippings, and correspondence regarding loaned items. The folders are currently slumping in the storage boxes, and so are in need of interior support. Earlier unstable photocopying processes need recopying onto acid-free paper. Photographic prints need to be separated and housed in archival enclosures, and all clips should be removed.

Park staff need to research whether or not these selected records pertain to other pieces of correspondence in the historic Central files. These relationships should then be described in the finding aids for the series. When the historic Central files are processed and described, the presence of Sandburg family correspondence should be specifically noted for each applicable file folder. Further, park staff should research if the correspondence pertaining to loans relates to any museum accessions. If so, the correspondence should be copied and placed in the museum accession records, and the copy annotated with the accession number, catalog number and location of the original.

Resources Management (Chief of) Desk Reference Files (Part I), 1971-1986
This collection of materials are documents that the Chief of Resource Management culled from his office reference collection and placed in the MCP, and as such are part of his desk reference collection. Subjects present include lake dredging, tree contract, building construction projects, and the main house fire and security system. However, much of the material is Section 106 compliance and contract related, and so needs to be evaluated for retention. Copies of plans, completion reports and good resource documentation information may be retained, but strictly fiscal and legal contract materials are not to be retained per the Records Disposition Schedule and should be retired.

Park Oversized Maps and Plans, 1975-1994
Haphazardly stored in and on a vertical map rack and in a map cabinet in the center of the storage area, the park oversized paper collection includes 646 maps and plans on plain paper, mylar, blueline diazotypes, brownline diazotypes (possibly sepia process?), photostats and photographic aerials. Images include "As built" construction plans, topographic maps, building floor plans, building system diagrams, aerial photographs, and planning documents. Maps and plans are roughly grouped by subject, but there is no numbering system or index present.

Maps and plans stored in the map cabinet have flattening weights placed on them, including styrofoam blocks. However, styrofoam off-gasses harmful vapors and the blocks should be removed. Weights constructed of more appropriate materials are available from archival supply companies and should be used instead. Refer to the paper conservator's report for more guidance on the processing and handling of oversized items.

A few mylar plans have absorbed chemicals from adjacent diazotypes, resulting in shadow images of the diazotypes in the mylar. Park staff should contact the HFC paper conservator for guidance on treating the mylar plans, and determine if mylar duplicates can be made minus the shadow images. Aerial photographs need to be housed separately from other maps and plans media, and should be treated as color photographic media (cool temperature, low relative humidity storage environment, neutral pH paper enclosures, etc.). Aerial photographs are damaged by the chemicals off-gassed by diazotypes, and damaged by migrating acids from older plain paper maps and plans. Not only should aerials be placed in their own folders, they should also be placed in their own drawers if space allows, and in separate map cases from all diazotypes.

The bluelines and brownlines should be prioritized and systematically replaced by more stable plain paper copies. If the originals were produced by NPS staff, copies of the plans and maps should be on file with DSC-TIC; bond paper copies may then be obtained from DSC-TIC at nominal cost. If the item is not in their files, DSC-TIC staff will copy the plan or map for a nominal fee and return a bond paper copy to the park. The bluelines and brownlines may then be give to the Maintenance division as use copies. Since the site visit, the items stored in the vertical map rack have been rehoused in the map cases, and the styrofoam blocks and flattening weights have been removed.

CARL Ephemera, 1967-1994
This wide ranging collection, jumbled in three boxes, includes seven scrapbooks, newspaper clippings, publicity materials, announcements, post cards, magazines, pamphlets, xeroxes and correspondence. Subject matter is park staff generated and/or collected park publicity. There is one Youth Conservation Corps (YCC) scrapbook present; according to Warren Weber, the YCC was active in the park for two to three years in the late 1970s and did much in the way of park land improvements. Unfortunately, he did not think that any of the park generated correspondence or other records concerning the YCC are still extant.

Many copies of the same materials (magazines, clippings) are present; park staff should determine how many duplicates they wish to retain, and then place the remainder in the Library collection if warranted. Preservation needs of the collection include removing non-archival plastics, staples, metal clips and adhesive "Post-It Notes," and photocopying acidic pages and unstable early photocopy processes. The scrapbooks may be microfilmed, photocopied onto acid-free paper, or just interleaved with acid-free paper, depending on cost and importance of the albums to the park. The paper conservator recommends interleaving scrapbooks with acid free buffered paper, (unbuffered paper for pages with color photographs) and placing the books in acid free, buffered boxes. Preservation of newspaper clippings should be an overall low priority, as newspapers are permanently preserved in public libraries.

CARL Museum Records
A cardboard box of early room inventories, LP record inventories and recordings inventories should be removed to the appropriate accession and/or catalog folder for the items covered.

Collections Processing, Description and Cataloging

Given the nature of the park's varied collections and potential collections, the guiding archival principles of original order and provenance should be strictly followed. Adherence to these two principles will also provide for ready access to the information contained within the collections. If an original order is found and it is determined to be different from the current order of that collection, this original order should be carefully documented and presented to the Curator for verification. The original order should then be documented in the finding aids and catalog records. When retiring materials, choose a cut-off date for materials (e.g., 1990) and move all earlier materials, as a single accession, to the archives. When the later dated materials, say 1990-1999, are to be retired, they are added to the archives in as a single accession as well, but as the second accession to the same collection. One collection may have multiple accession numbers, but only one catalog

number and one collection title. Examples of annotated folder titles, subject finding aids, and collection histories, or scope and content notes, are presented in Appendix D and should be followed by park staff. Park staff need to carefully read Appendix D for detailed collection processing procedure guidance. A number of *Conserve O Grams* address the processing of collections and the creation of preservation photocopies; these are 19/4 "Archives: Preservation Through Photocopying," 19/5 "Removing Original Fasteners from Archival Documents," 19/15 "Storing Archival Paper-Based Materials," 19/16 "Housing Archival Paper-Based Materials," 19/17 "Handling Archival Documents and Manuscripts," and 19/18 "How to Care for Bound Archival Materials."

In general, when a collection is processed, it should be removed from the old acidic folders, the old folder title transcribed onto the new acid-free folder, and a secondary title added in brackets for clarification (such as the date range of the documents, family member affiliation, types of materials present, etc.). Other information added to the new folder title is the accession title, the accession and catalog numbers, the box number for the collection, and the individual folder number assigned to that folder during rehousing and processing. All metal clips including staples and paperclips should be removed from all documents. Photographs are removed to appropriate storage with separation sheets completed and filed in their stead. Preservation photocopies are made of unstable media, particularly thermofax process copies. "Post-It Notes" are removed, their information transcribed onto acid free paper placed in the folder in the location of the note. Oversized materials of all types are removed to flat storage, and a separation sheet completed and placed in their stead. No document or object should be left folded or creased after archival processing if the paper is still pliable and the crease / paper fiber not brittle; creases are weak areas in paper fibers, and if left creased, the fibers will continue to weaken until they break, leaving one document into two or more fragments. If the paper fiber is brittle, do not unfold the document. If use copies are needed by park staff, photocopies on acid free paper should be made and given to park staff as warranted. During the processing of each folder, staff should note important subject matter and individuals, and any discrepancies, clarifying information or interesting interrelationships that could be of interest to a researcher.

In processing map and plan collections and photographic image collections, park staff may wish to assign discrete, non-repeating numbers within a collection for tracking and inventorying purposes. Numbering is particularly useful if there are multiple series within a collection, or multiple formats for a given image, such as a negative and two prints of different dimensions or an original linen map and its blueprint duplicate. Item numbering may be done in the new cataloging program; it is suggested that a numbering system be implemented that allows for immediate accurate identification of a misplaced item. Rather, if a misplaced item is found, the numbering system should provide for immediate identification of the collection and the item, and if an image, its relationship to other formats of that image.

Finding aids should be then generated. At a minimum, finding aids are at least a folder title inventory and a historical overview of the collection – the why's, what's, where's, when's and who's of the collection. A history of the collection should be written, discussing the creator(s) of the collection, the purpose the collection served, important data within the collection, missing data of importance if applicable, conservation issues (such as unstable media), and detailed cross-references to other collections as applicable. The folders should be indexed using a predetermined subject heading list for folder titles (created by Curator using archival standards and practices), as well as for subject content. It is suggested that a recognized standards for controlled vocabulary be used, in particular the Library of Congress Subject Headings. The folders should be indexed for the correspondents' names if deemed beneficial by park staff. In this park's case, correspondent finding aids may not be useful enough to warrant the time expenditure for the desk reference file collections, except for the presence of Sandburg family correspondence. Further, a list of conservation concerns and needs within each collection is to be prepared, to assist park staff in preservation management decisions.

Copies of the generated finding aids should go into the park's Library, and into the Accession or Catalog Folders as space dictates, per Appendix D, p. D:19. Copies of finding aids may also be distributed to park staff as warranted.

Once the finding aids are completed, the collections should be cataloged into ANCS+. Most of the collections will be essentially lot cataloged, as only one catalog number is to be assigned to a collection. This entry will provide a detailed description of the collection's contents, as well as background collection history and other related park collections. Relationships between park collections and University of Illinois collections may also be recorded. If park staff so chose, an item level description/inventory may then be created within the ANCS+ Archives module. Designed to allow for image control within photographic collections, it is also beneficial for inventorying maps and plans within oversized paper collections. The Archives module will accept a park specific alpha-numeric numbering system if one has been developed by a park. However, it is not recommended for paper documents, as the catalog record form provides a number of long memo fields which can be used to note specific items of importance. Rare or valuable individual items may still be individually cataloged for property control purposes. However, the catalog entry for the whole collection will still function as the umbrella accession and catalog numbers and collection description.

Recommended Collection Arrangement:

This presents the synthesized collections, with series and subseries as warranted, for the above described materials.

CARL Permanent Records Collection, 1974 – 19..
- Series 1 - CARL Historic Files
- Series 2 - NPS/Sandburg Family Correspondence
- Series 3 - Planning Documents (includes materials from Library)

CARL Goat Herd Records and Reference Files, 1972-1997

CARL Maintenance Reference Files Collection, 1971-1996

CARL Chief of Resource Management Desk Reference Collection, 1971-1998

CARL Fire and Safety Desk Reference Collection, 1971-1998

CARL Visitor Services Desk Reference Collection, 1995-1997

CARL Ephemera Collection, 1967-1994 [1974-1990]

CARL Audiovisual Collection, 1958-1990 [1972-1980]
- -Series by media type

CARL Oversized Maps and Plans Collection, 1975-1994

CARL Photographic Collection, 1967-1980
- Series 1 and 2 - CARL photographs and negatives (already indexed)
  - Sub-series 1- Neil Westveer Photo Albums
  - Sub-series 2 - Unlabeled Photo Album
  - Sub-series 3 - Photographs Tom Gray....

Sub-series 4 - Cecil Stoughton
Sub-series 5 - Sandburg – II
Sub-series 6 - Photographs Miscellaneous
Series 3 - Unprocessed CARL photographs and negatives (unprocessed images, copy images, etc.)

CARL Interpretive Slide Collection, 1969-1998
Series 1 - CARL Interpretive slides
Series 2 - Jay Shuler slides

Sandburg Family Photographic Collection, 1947-1972
Series 1 - Family photograph collection, 1947-1972
Series 2 - Paula Steichen Polega Photo Albums (n.d.)

Smythe Family Photographic Collection, 1901-?

T. Russell Jones Photographic Collection / Historic Structures Report Project (n.d.)

Historic Buildings Photographic Collection, 1969

Historic Structures Report – Lakes/Dams Project, 1977-1978 (photographic images by Frazier and all associated documents)

CARL Ponds Chemical Characterization Project, 1977-1979

Carl Sandburg Oral History Project, 1980-1981

Cultural Landscape Plan Project, 1989-1993

"Sandburg's Connemara" Audiovisual Production Collection, 1988

Historic Furnishings Report Project, 1984-1987

SERO Historic Architecture Division Slide Collection, 1974-1988

University of Illinois Photograph Collection (n.d.)

Carl Sandburg Traveling Exhibit Collection, 1972

Friends of Connemara Records Collection (n.d.)

CARL Superintendent's Desk Reference Collection (n.d.)

Recommendations:

1. Accession the identified collections into museum collection/archives as discrete individual collections based upon their provenance. Each collection should receive one catalog number, although it may have multiple accession numbers. For Maintenance and Visitor Services records, remove only desk files not in active use. Avoid accessioning duplicate materials, such as planning documents, into the collection, unless specifically desired by park staff and supported in the park's SOCS. **One year.**

2. Complete the Deed of Gift forms for the photo albums donated by Sandburg family members, and ensure that legal documents stipulating that copyright remains with the donors are in order. Complete Accession Receiving Forms and List of Object forms for all collections accessioned into the museum collection. Copies of all finding aids and archival descriptions generated for the collections should be placed in the Accession folder or the Catalog folder, as warranted by space availability. Catalog the albums into the ANCS+ Collections Management Module at the archival collection level. **One year.**

3. Rehouse photographic materials that are in poor housing materials, such as original photo lab sleeves and packets, old non-archival slide holder sheets, vinyl three-ring binders, acidic cardboard and pasteboard boxes, etc. All need to be rehoused into materials which pass the P.A.T., or Photographic Activity Test, ensuring the enclosures will not react with and damage photographic materials. Older photographic processes and any print with damaged emulsion needs to be housed in four-flap (four fold) paper enclosures. Modern prints in good condition may be housed in inert plastic or paper enclosures; however, until the relative humidity levels can be lowered in the MPC only paper enclosures should be used. Refer to *Conserve O Gram* 14/4, "Caring for Photographs: General Guidelines," for guidance on enclosures. Due to the size and complexity of the task, the park should consider hiring a museum technician seasonal with previous photographic media experience to ensure proper handling of the images and timely execution of the project. This task may be done independently of a cataloging project, and should be accomplished as soon as is feasible for the preservation of the images. **One year.**

4. Until specialized dedicated cold storage via freezers can be provided, staff should investigate dedicating museum cabinets to photographic storage and create low relative humidity microclimates, using preconditioned, pre-packaged desiccant (such as Art-Sorb). Refer to the *Museum Handbook*, Part I, Appendix I, Section E for guidance. **One to two years.**

5. Plan and program for a slide duplication project based upon slide type and potential use; masters should be made on Kodachrome film and two use sets made on Fujichrome film. Kodachrome slides of important images should be duplicated first, and the originals placed in cold, dark storage. Other unstable processes need to be identified and copied onto stable format media. Consider duplicating the use set onto glass mounted slides as a means to prevent scratches and fingerprints, thereby extending the use life of the duplicates. Staff may wish to investigate scanning selected images onto compact disc for ready use copies. See below, Recommendation 14, for photographic image cold storage recommendations. **Two to four years.**

6. Prioritize acetate negatives in collection for duplication via the interpositive process onto stable polyester based film. Place in cold storage to slow deterioration process. An acclimatization procedure must be implemented so that condensation will not form on images upon removal from the freezers. Refer to the *Museum Handbook*, Part I, Appendix R, and to *Conserve O Gram* 14/4, "Caring for Photographs: General Guidelines," for guidance in placing film in cold storage. **One to two years.**

7. Formulate and implement a tape rewinding program for all magnetic tape media in the collections. Purchase appropriate storage rack equipment for magnetic media storage. In the interim, ensure the reels are stored on film cores, in acid-free, lignin-free boxes. Label and double box the tapes as a dust precaution. **One to two years.**

8. Establish an archival and records disposition committee, to review the Central files records prior to disposal to the FRC, and the desk reference collections of retiring or relocating staff. Should involve the Administrative Officer, the Curator, the Chief of Resources Management, the Chief of Visitor Services, and the Chief of Maintenance if he so chooses. Consideration should be given to records that document the history of the park and those that will have future use for resource management decisions. **One year.**

9. As a reference, purchase a copy of Wilhelm's *Care and Permanence of Color Photographs: Traditional and Digital Color Prints, Color Negatives, Slides, and Motion Pictures*. Given the importance of the photographic collections, this important work would be beneficial for the park's museum reference library, and for the planning of cool/cold storage needs. Also, purchase a copy of *Magnetic Tape Storage and Handling A Guide for Libraries and Archives*, by John W.C. Van Bogart (The Commission on Preservation and Access and the National Media Lab, June 1995), as a reference for magnetic media (it may be downloadable from the Web for free as an alternative option). **One year.**

10. At the outset of the Archives Cataloging Project, the contractors/cooperators must understand the principles of original order and provenance, and how these principles are affected by NPS museum property regulations. It is critical that NPS-generated materials and NPS-contract generated materials not be intermixed together or with other non-NPS generated collections. Any interrelationships between collections must be thoroughly documented, but the collections never intermingled. The contractors/cooperators must understand that collections are partially defined by the methods of creation and acquisition by the park as a discrete legal entity, and how the museum program functions as regards donations, transfers of property, and field collections. Contractors must follow archival cataloging standards using *Archives, Personal Papers, and Manuscripts* as a style manual and the MARC format and RLG cataloging standards as guidance. Refer to Appendix D for other cataloging standards. **Two years.**

11. During the Archives Cataloging Project, staff should ensure that photographic media are accounted for within the ANCS+ cataloging software program first at the archival collection, and then on an item by item basis, and cross-referenced by negative and print, as well as cross-referenced image by image between disparate collections such as between the photo albums created from CARL Photographic Collection Series I images. **Two to four years.**

12. Identify all magnetic media in need of professional reformatting and duplication, play-back equipment needs, and those oral interview tapes which may be important enough to warrant transcription. Due to the high costs of duplication, equipment and transcription services, the park should investigate grant sources for these types of projects. A list of grant sources may be found in "Report on Funding Possibilities for the National Park Service Education Initiative," 1998. These needs should still be represented in the RMP and PMIS project databases, however. **Two to five years.**

13. Plan for establishing cold storage for photographic materials. All items placed in cold storage are to have a duplicate use copy made to assure the permanent master copy in cold storage is accessed as little as possible. No glass, cased or metal object should ever go into cold storage as the object will be irreparably damaged. The SafeCare® Image Archive Freezer Kit is recommended for the easy cold storage of photographic media (slides, prints, negatives and transparencies), and may be used in commercially available frost-free or manual defrost freezers; this product is available from Metal Edge, Inc. (800-862-2228). The freezers could be purchased and installed in the work room, so that the heat generated by the equipment would not impact the collections storage room. Space requirements for the important images to be stored will need to be assessed and equipment purchased accordingly. Staff may wish to investigate installing a lock in the freezers to prevent inadvertent access, as well as installing a datalogger for remote monitoring. This need should be represented in the RMP and PMIS databases by project statements. Refer to the *Museum Handbook*, Part I, Appendix R, p.R:27, for further recommendations on establishing cold storage. **Two to four years.**

14. The map collection should be prioritized for preservation copying onto archival chronoflex Mylar for long-term preservation. Due to the poor conditions of many of the bluelines, park staff should check to see if these are on file at DSC-TIC as well; if so, bond paper copies should be obtained from DSC-TIC as an interim measure. Those not already on file at DSC-TIC should be sent for inclusion into the master NPS plans and maps library, and bond paper copies returned to the park. Contact HFC Paper Conservator Nancy Purinton, Harpers Ferry Center, for instructions on how to flatten oversized materials; park staff should not use

humidification techniques without professional oversight because of the sensitivity to water of the bluelines; this should be performed under the guidance of a trained conservator. **Two to four years.**

15. As all of the movies and many of the reel to reel audio tapes are commercial in nature, park staff need to ascertain issues of fair use and copyright with these materials, particularly for the VHS use copies placed in the Library for general use. Staff should refer to the *Museum Handbook*, Part III, Chapter 2, "Legal Issues" for a discussion on the factors affecting "fair use" of copyrighted materials. Statements of copyright and fair use should accompany all duplicate use copies of copyrighted works placed in the park Library. **Two to three years.**

CHAPTER 5

ACCESSIONED COLLECTIONS

The archival documents addressed here are the materials acquired by the park as part of the Connemara estate that were not taken by the University of Illinois. The university's removal of archival materials effectively compromised the original order and intellectual content of the remaining materials. These remaining items were then tirelessly cataloged into the park's museum collection over many years by an array of park permanent, seasonal and volunteer staff to both the item level and to the lot level, following the NPS cataloging conventions of the time. Some park staff consider these materials to be "museum" and the uncataloged materials discussed above in Chapter 4 to be "archival," while others consider all paper and media collection materials archival. Though the items were cataloged as "History" objects, the materials are still part of an archival collection of personal papers, as are the collections of the other family members. However, archival collections are a special subset of the History classification, considered as a whole, and so treated differently than history "objects" which are considered on an item-by-item basis. Thus, these collections should have an archival collection level record in the ANCS+ Archives Module to properly account for and archivally synthesize the collection materials. The different methods of acquisition between the objects left in the house after the NPS acquired the estate and the collections addressed in Chapter 4 do not override the fact that all are types of archival collections (refer back to Chapter 3). Thus, the cataloged "museum collection" paper materials should be examined and re-cataloged as archival collections, following current NPS cataloging conventions as outlined in *the Museum Handbook*, Part II, Appendix D and the ANCS+ manual for the Archives Module.

Storage Conditions

Currently, all cataloged materials are stored in acid-free document boxes. There is no cold storage for films or slides, no set aside storage for videos or sound recordings, etc. Many of the older document boxes are likely no longer "acid-free;" Many of the document boxes are not clearly labeled; some boxes are labeled on the outside as to their contents subject matter. Specific clear labeling is vital to prevent over-handling of documents and resulting damage.

The storage boxes in use are not uniform in size, and items within boxes are not housed in uniformly sized enclosures. Specifically, small items are placed in small envelopes and large items in document folders, and all placed together in a document box; this is particularly the case with the document boxes. Consequently, the small items shift and slide in the large boxes, allowing for possible damage from excessive shifting and possibly for oversight during searches.

Generally, stored Sandburg / Sandburg family archival materials are grouped by room location (e.g., Mrs. Sandburg's goat office, Carl Sandburg's upstairs office or down stairs office) or outbuilding (e.g., the Swedish House) or by type of document (e.g., announcements, newspaper clippings, photographs, postcards). In the early years of the park, the museum collection including these archival materials was not cataloged systematically by location or object type. It rather skipped around the Main House in no ascertainable order. During the late 1980's, cataloging became more standardized. Very specific data on the objects' current and

historic locations are recorded on the catalog records; documentary room photographs were taken and standardized room diagrams made to ensure uniform location descriptions. These archival materials have not been subjected to an in-depth review by a professional archivist to ascertain if any archival collection integrity or original order remains, and to re-establish provenance.

Boxes of newspaper and magazine clippings are grouped together according to the original or "historic" box location. Clippings originally stored together were kept together, the total now comprising between one and three clamshell or records storage boxes. Due to the huge volume of clippings in these boxes, the clippings were divided into artificial groupings by subject matter, and these groupings (referred to as "collections" by park staff) were then lot cataloged. Each clipping was individually listed on a Container List , Form 10-96, as a finding aid; the container lists differentiated by the assigned "collection title." If a clipping was encountered that pertained to Carl Sandburg, it was removed and housed/stored by document or object type. Many of the clippings were written on by Carl Sandburg using a variety of pens as well as pencil; further, not all of the clippings are of newspapers nor of mass printed materials.

For example, Document Box 1 is for announcements, Document Box 8 is for certificates, Document Box 22 is for sheet music, Document Box 25 is for handwritten notes by Carl Sandburg, Document Box 36 is for speeches, and Document Box 47 is for dust jackets.

Other "collections" that were lot cataloged are stored in document and clamshell boxes "in bulk," never having been rehoused (Carl Sandburg reused envelopes as folders). All the materials found in a mailing envelop, for example, will have been left together in that mailer, in their original order and simply placed in a box. More than one envelope may be placed together in a box. Form 10-96 Container Lists as finding aids may be present for these collections.

Park staff afforded objects pertaining directly to Carl Sandburg (e.g., newspaper clippings of a Carl Sandburg interview) a special status over those items that Carl Sandburg retained for his information. Most, but not all, of these selected items were then cataloged separately and housed separately in document boxes from the remainder of the collection(s). They were placed in document boxes by material type, e.g., magazines or newspaper clippings, not by their original locations in the house. In particular, letters found in the collection were pulled from their original locations (including within books) and placed in acid-free folders in file cabinets. The folders are labeled only with catalog number; there is no description on folders as to contents, as recommended per *Conserve O Gram* 19/14, "Housing Archival Paper-Based Materials." Over time stray items found in the Main House have been housed in the document boxes along with the selected Carl Sandburg items. The rest of the Connemara collections are boxed together based on how they were originally stored by the various family members. These are a combination of lot and item level cataloging; cataloging and intellectual access will be addressed below.

All of the materials from storage locations in Carl Sandburg's upstairs office, specifically filing cabinets and boxes, have been relocated to storage since the site visit. These have been cataloged to the item level, with the exception of a few items previously missed.

As discussed above, sixteen acetate negative motion pictures have been duplicated onto VHS video tapes; these are all the accessioned (seven) and unaccessioned (nine) films at the park. Three VHS copies were made of each original. These include the CBS series on Abraham Lincoln and ten interviews with Carl Sandburg. Many of the original acetate films were deteriorating badly based upon the acetic acid off-gassing strip tests performed by the Curator ranging from blue or good (one film), to yellow-green or poor (four films), to yellow or critical (two tapes); only seven of the films were cataloged into the museum collection, but the deterioration of the film prompted the copying. Copyright issues for these tapes need to be determined and accurately noted in the accession and catalog records. Copyright statements should also accompany any duplicate copies placed in the park Library. Unfortunately, VHS tapes are not of sufficient quality to serve as preservation duplicates.

Analog and digital copies need to be made; they could be made from the VHS copy tapes or from the original film if the film is still duplicable. Regardless, the films need to be placed in cold storage with an air filtration system to try to preserve them as long as possible. The park needs to determine if cataloging commercial films into the museum collection is warranted (as with the audiovisual materials discussed in Chapter 4).

As the collection was cataloged objects related to Sandburg and materials found in books were removed and stored in a series of document boxes. These boxes and other collection materials including photographs and certificates and furnishings removed from rooms that were used as offices were stored in two small climate controlled storage areas. After these two areas filled to capacity, remaining non-exhibited collection objects were stored basically where the Sandburg's left them in furniture, closets and outbuildings. When the new storage facility was constructed, items were moved from the two storage areas and stored together, rather than be relocated and placed on shelves with other items from their original locations

The large volume of magazines from the Swedish House have been stored in sections, based upon their storage location after the re-arrangement of the materials to fill the empty shelves in the Main House basement. The Curator wished to change this storage arrangement to reflect the original storage arrangement by the family. At the recommendation of the author, family members were contacted for their remembrances as to how the Swedish House materials were arranged during Carl Sandburg's time. Paula Steichen Polega stated that the arrangement was by publication and size, confirming the Curator's speculations on the original order of the materials. Consequently, the Curator is planning to rearrange the collections to this order in the future, and is awaiting additional shelves to accommodate the rearrangement. This task has been initiated since the site visit.

The park at one point was considering embarking on a large deacidification program to treat all the acidic paper in the newspaper clipping collection using a Wei T'o product. This was recommended in the Collection Condition Survey (1992). However, the Harpers Ferry paper conservator has many strong cautionary remarks in her report regarding this proposed project, strongly suggesting the project, if conducted by a trained person "experienced in deacidification" (i.e., under contract with a trained professional), due to potential damage to the inks from the chemical solution. Further, there is evidence that suggests Wei T'o exacerbates the darkening with age of highly acidic, high lignin papers (e.g., newspaper), which can make for visually unacceptable results, as well as make the paper more brittle. Moreover, chemicals used in mass deacidification are carcinogenic, and they are used in large quantities; in this instance, the park does not have the ventilation system necessary for working with the chemicals. Moreover, the deacidification chemical will naturally deplete over time, will not remedy already brittle paper fibers, and will introduce new chemicals into the storage environment that may interact with other chemicals from rugs, storage equipment, and cellulose nitrate and ester films.

Long-term preservation alternatives to deacidification include foldering and interleaving with acid-free paper to absorb some acids in the newspaper, photocopying clippings onto acid-free paper for an archival quality copy, photographing the material, or microfilming the clippings (see below). Photocopies can be housed in parallel arrangements to the originals and used instead of the original documents. Photocopying may be more inexpensive and easier to accomplish than a microfilming project. It also provides a much longer life-span product (300 years) than interleaving, can be accomplished in stages by volunteers, and can be used in conjunction with interleaving original clippings with acid-free paper. Some archives dispose of newspaper clippings after preservation reformatting (photocopying or microfilming), but as many clippings were written on by Carl Sandburg, it is suggested that at least those annotated clippings be permanently retained after reformatting. Photographs of the clippings may be used as masters for digital access copies, are long-lived if placed in cold storage, and digital access is often better received by patrons as an access tool than is microfilm.

If the park should decide to contract to microfilm materials in its collection at some future date, a master copy and two use sets should be stipulated in the contract. A draft *Conserve O Gram* for contracting out microfilming projects is currently in progress. Further, there are numerous American National Standards

Institute standards governing the production, storage environment, and annual inspection of stored microfilm. It is important that only silver halide film be the film type used to produce the final master film product. Silver halide film is the most stable film available if it is kept in dark, cold low relative humidity storage environment and used only sparingly as a master copy. However, silver halide is susceptible to scratches, humidity, and general use. Diazo film copies are more resistant to scratches (and so is good for regular patron use), and if produced on a polyester film base has a life-span of approximately 100 years. However, with heavy use, diazo films need replacing because of handling damage long before the film itself begins to deteriorate. Vesicular film is much more inexpensive to produce, thus good for heavy use copies. Vesicular film reproduces high contrast documents well (e.g., black text on white background), but reproduces photographs poorly. Also, the park should purchase a high quality, plain paper microfilm/microfiche reader/printer for using the microfilm and microfiche. Further, park staff should establish an inspection schedule to check the microfilm every two years, per National Bureau of Standards Handbook 96, "Inspection of Processed Photographic Record Films for Aging Blemishes."

Storage Recommendations:

1. Rehouse the collections in an archival manner. Test boxes for acidity and replace if no longer alkaline or neutral pH. Rehouse items so they are in uniform envelopes and boxes, to prevent sliding and possible damage. Relocate letters from filing drawers into archival document boxes. Due to the high percentage of very acidic items in the collection (newspaper clippings, envelopes, ephemera on low-quality paper) it is recommended that high quality acid-free, lignin-free, alpha cellulose, alum-rosin sizing-free boxes be purchased (one product is Microchamber™ board offered by Conservation Resources, Ltd.). These are not much more expensive than acid-free document boxes sold by other vendors, but have a superior life-span and absorb more off-gassed chemicals and atmospheric pollutants. High quality boxes may also be beneficial to absorb the acids off-gassed by newspaper clippings and other acidic documents which may not be treated in the near future. Rehouse bulk stored "collections" (including the newspaper clippings) into acid-free folders to prevent overhandling. Label all boxes and folders with accession number, catalog number or number range, collection title, box number, and folder number. A folder title should be added, and an annotated folder title added as warranted. This information is to allow a folder to be returned to its exact box location if removed for research purposes and to be used as part of the finding aid. For specific guidance refer to the *Museum Handbook*, Part II, Appendix D, and *Conserve O Grams* 19/16, "Housing Archival Paper-Based Materials." Any finding aids generated should then be placed in the front of the box to assist in locating an object and for performing the NPS Annual Inventory. **Two to three years.**

2. Park staff may wish to re-evaluate the current enclosures purchased to house the phonograph collection to determine if a sealed envelope system, as described above, is necessary. A closed system will help provide a stable microclimate as well as dust protection. These closed envelop storage packs are available from Conservation Resources, Ltd. **One to two years.**

3. The Sandburg letters and other items housed in the file cabinets should be rehoused in archival document boxes on shelving units. It is recommended that archival materials not be stored in filing cabinets for the protection of the documents, ease of research room use, and ease of management (disaster evacuation, etc.). When searching for and removing a particular folder, more folders are subjected to mechanical handling and changes in environmental conditions when an entire drawer is opened rather than a smaller document box. Also, it is easier to inadvertently overfill a file drawer, leading to inadvertent mechanical damage (rips, tears, creases) when removing and replacing folders. **One to two years.**

4. Determine the copyright status for all recordings and note these in the Catalog Records and Accession Folders as appropriate. Copyright statements should accompany the use copy tapes placed in the Library. **One to three years.**

5. Plan and program for cold storage for photographic media for long-term storage, as well as for professional duplication onto analog and digital tapes. Even if films cannot be duplicated in the immediate future onto analog and digital formats, they need to be placed in a cold stable environment to halt deterioration. Professional duplication of media should follow the recommendations outlined in Chapters 3 and 4; the oldest and most deteriorated materials should be copied first. Magnetic media (reel to reel tape, e.g.) needs to be stored in cool, dry non-fluctuating storage conditions and double-boxed to protect against dust. **Two to four years.**

6. Plan and program for a photocopying project for the newspaper clipping collection, with those clippings annotated by Carl Sandburg being the first priority. Photocopying should be initiated after completion of the description project discussed below for the cataloged collections, as the description project should provide better access to the annotated clippings. Original annotated clippings should then be interleaved with acid-free paper, in addition to the basic foldering recommended above as an immediate project in Recommendation 1. Those original clippings that are not annotated may or may not be retained after serious consideration by park staff. This task entails a substantial work load and an increase in storage space needs, the latter which may or may not be off-set by the disposing of non-annotated materials. **Four to six years.**

Current Intellectual Access

Most of the park's museum objects are located in three accessions. Accession 1, with 63,749 objects, is comprised of the three dimensional objects from the estate, as well as the paper collections from Lilian Sandburg and the Sandburg daughters, all acquired by the NPS in 1968. Accession 30, with 9,790 objects, contains Carl Sandburg's books. Accession 86, with 160,514 objects, is comprised of the archival items from Carl Sandburg that the University of Illinois relinquished to the NPS.

As stated above, the archival collections have had a varied cataloging history, reflecting changes in NPS cataloging protocols for archival materials. At the outset, paper objects were individually cataloged (newspaper clipping, pamphlet, book, audio recording, letter, etc.) as if they were museum objects. Cataloging was not done systematically room by room or container by container, but rather jumped around. Lot (or "bulk") cataloging, instead of individual item cataloging, was initiated by the then park Curator (Judy Helmich) in c.1986, based upon the 1984 version of Appendix D. Lot cataloging parameters were established at this time (codified in an in-house park cataloger's notebook) as being the container in which the materials were originally located, such as a box or filing drawer or cabinet. For those materials that were lot cataloged, a "collection title" was assigned by the cataloger, and container lists were produced to individually account for all the materials in the "collection." These collections may or may not correspond to a collection in the archival sense (such as all the paper materials from daughters Janet or Margaret). The container lists are not computerized, and can be very lengthy (see Appendix III). However, not all catalogers adopted the bulk cataloging policy, and instead continued to individually catalog paper items.

There is no comprehensive finding aid, Scope and Content Note, etc., for any of the archival collections. In order to locate anything, one must access the MPC computers, then access the ANCS catalog database, and then know what key word to search on. Even then, if items have been lot cataloged there is insufficient space to list all applicable key words to guide researchers. The container lists for lot cataloged materials are not computerized or indexed. A basic key word "Subject" list was devised by Curator Helmich to assist with cataloging (see Appendix IV); this is not based upon a recognized library, manuscript or archival authority (such as the Library of Congress Subject Headings). Further, multiple subject headings were not assigned so as to adequately describe all major subjects covered in the cataloged item or collection.

The inadequate and potentially misleading collection titles assigned during lot cataloging are discussed for the newspaper clipping collection in the paper conservator's report. The conservator found that one, many of the objects in the collection were not newspaper clippings nor all mass printed media, and two, that Carl Sandburg

had written on many of the items. She recommends the cataloging and rehousing of the collection; presumably she meant the collection should be cataloged archivally and not simply lot cataloged as a history collection. In ANCS+, each item could be recorded at the item level, which would allow for an accurate description of any notes written by Carl Sandburg as well as an accurate description of each clipping. This would make for a very lengthy project, even if the park received funding and staffing assistance, and if considered, should be a low priority.

While catalog numbers are cross-referenced for objects removed from one another (a book and its bookmark, e.g.), there is no description of any possible interrelationship, other than simply noting the presence of another object by number. For cataloging a phonograph record, the description of the disk type is inadequate ("plastic"), and only minimal information about the songs is prompted for (the record label, a record label number, the song titles, the artists, the instruments, the vocalists, the orchestras and the conductor), and the information was apparently stored in a separate database. This data should be transferred into ANCS+ and expanded upon as outlined in Chapter 3. Letters are not cataloged as Archives and Manuscripts (AM) on Classification Line 4 in ANCS, but are left as a communication artifact only; these records should be completed with the appropriate information.

The park also has sound recordings in its accessioned collections, namely wire recordings, reel to reel tapes and phonograph albums (discussed above). The wire recordings (a technique produced from 1947 to 1953) are duplicates of even earlier Carl Sandburg recordings; present are 29 wire recordings for a total of 17 hours. Titles of the recordings include *University of Hawaii Lecture* (3/23/34), *Washington State College Lecture* (Oct. 1949); *Songs by Carl Sandburg Recorded Dec. 1949 Library of Congress*, and *John and Paula telling stories* (6/26/48). Park staff need to research the source of these recordings for copyright purposes. All of the wire recordings have been lot cataloged into the museum collection under one catalog number that includes all the original boxes as well. Because of the importance of the recordings, the Curator wishes to recatalog the previously lot cataloged items as separate objects, and catalog the remaining uncataloged recordings individually. Again, copyright issues for these recordings need to be determined and accurately noted in the accession and catalog records.

As discussed above, park staff have recently obtained cost quotes to duplicate the wire recordings and reel to reel tapes onto master reel to reel tapes and use copies on compact discs. The cost was prohibitive ($30,000) and so the project has not been initiated. The park does have a reel to reel tape deck, but plans to only access the use copies (compact discs) and not access the master tapes. If this project is funded, park staff should ensure that the compact discs are high quality and are not "copy coded," that is not coded by the manufacturer (in this case the production lab) so the disc cannot be copied onto a new disc. The park should have the ability to duplicate a disc onto another disc, and not duplicate from the master analog tape in storage. Again, the master reel to reel tapes should not be played except by a professional on professional quality equipment.

Proposed Intellectual Access

While the current cataloging is generally sufficient from a property tracking standpoint, it is grossly inadequate for any substantive intellectual access to the collections. There is no comprehensive overview of the collection indicating what kinds of material are present, the range of subject matter addressed in the collections, the fact that there are a number of collections present representing the lives of other family members, any centralized source for information on the University of Illinois holdings, any explanation of how the University's holdings are interrelated to the park's collections, etc. It would be difficult for a Sandburg novice to conduct research in the collection without extensive guidance from the Curator. Even then, no one could possibly remember what topics are represented in the larger lot cataloged "collections."

That the collection(s) is in strong need of archival description is readily apparent, but the method of how to accomplish this is more problematic. The materials have already been cataloged, and to "recatalog" the

collection would be difficult from a funding standpoint. Further, to select the appropriate catalog number or item to "recatalog" would be difficult and potentially confusing. Per the current Appendix D, NPS archival collections are to be properly described as part of the cataloging process. This entails developing finding aids that consist of a title page, an optional introduction page, a comprehensive collection-level survey description, a folder list, and a correspondent and subject indexes to the folder lists. A collection-level description has the same basic informational structure but is much more detailed than the Collection Survey Forms presented here. The background collection history is more in-depth, important aspects of the collection are to be elaborated upon, interrelationships of materials traced and explained, specific items of importance are noted, and unexplainable items or materials are discussed.

In consultation with the NPS Chief Archivist, her recommendation is to submit a single archival catalog record for each collection, as defined by the individual family member creator, containing previously cataloged materials. Thus, the park ensures the collection is and will be represented in national databases as is required of an NPS archival collection. This will result in a single archival collection catalog entry (with series entries as needed) for all Carl Sandburg material, all Lilian Sandburg material, and one for each daughter. These new collection level catalog entries will require a new catalog number so as not to overwrite any existing data for catalog records in ANCS+.

It is recommended that any materials in the collection that had yet to be cataloged (such as objects and documents overlooked in Carl Sandburg's upstairs office during previous cataloging efforts) be cataloged as "History" objects in order to maintain consistency with the rest of the collection. However, leaving the collection(s) as is, cataloged as History objects, will not allow the collection(s) to be represented in national databases of archival and manuscript collections. These national databases, such as the National Union Catalog of Manuscript Collections (NUCMC), are the sources researchers on a professional level refer to for locating repositories holding materials of interest to them. This proposed strategy does not provide for the detailed discussion of the collection(s) needed to provide uniform and adequate intellectual access to the collections for an on-site researcher. It will only ensure the park's holdings are represented at the Service-wide level for nation-wide researcher access.

Thus, to provide greater access to the park's holdings, it is recommended here that an archival collection-level record with title, dates, provenance, physical description, a subject scope and contents note, arrangement and organization notes, etc., be created for all discrete collections based on provenance, in this case originating family member and original location within the house/estate. Due to the vast size of the cataloged archival holdings, park staff should consider retaining a professional archivist, preferably someone with an in-depth knowledge of and experience with collections of an author if not Carl Sandburg specifically, to conduct this project. This will be a very time consuming project to ensure the level of description and detailed interrelationships of items needed, and beyond the ability of the Curator given her other duties to maintain the park's museum collections.

The more important the collection, the more detailed the description should be. Also, the important collections should have correspondent indexes created, in addition to subject indexes. A list of all catalog numbers for all cataloged objects within the collection should be appended to assist researchers and park staff locate objects. Audiovisual materials should be grouped into series within collections as appropriate (such as wire recordings, home movies, etc.) and receive their own detailed finding aids. Because the existing container lists for bulk cataloged "collections" are so very long and detailed, rather than computerize all the container lists park staff may wish to create an annotated container list (and folder content list if warranted) using controlled vocabulary (i.e., Library of Congress Subject Headings). More important collections could still be computerized and described at the folder/item level (such as Janet's or Margaret's notes), where as less important collections (general unrelated newspaper clippings, e.g.) could be annotated. All potential copyright issues with all aspects of the park's holdings should be identified; the park, however, will have to resolve any such issues identified. If legal transfer documents exist for the collections relinquished by the University but do not

address copyright, review Appendix D and consult with SERO, the Chief Archivist and the DOI Solicitor's Office (Southeast Regional office, Atlanta) as to how to legally proceed, if such action is warranted.

As part of this project, the original filing schemes for the lot cataloged materials (by box) from Carl Sandburg's upstairs office need to be identified and documented. This will entail re-examining materials from the boxes to determine if there's a common thread; if any are established, they should be compared to Carl Sandburg's downstairs office filing subject groupings. The same analysis needs to be applied to Lilian Sandburg's office, and to the remaining items *in situ* in Carl Sandburg's upstairs office (primarily in filing cabinets). The goal is to re-establish any and all original filing systems by Carl and Lilian Sandburg. Any and all systems should be documented as to what they were and how park staff determined each one in each collection's finding aids. So if a collection is missing or was never assigned a "subject," the collection should be re-examined to determine if one or multiple subjects are applicable. If it is determined that there were no filing schemes, this too should be thoroughly documented.

For the park's holdings, the history of the collections should also be documented. This includes the past cataloging paradigms applied to the collections, the original order in the Main House and Swedish House, the history of storage arrangements of the collections to explain their current configuration, and the history of the University of Illinois collections and their relationship with collections at the park (including a bibliography of all University of Illinois finding aids). This information should not just be carried around as "corporate memory" of long-term park employees but instead formally documented. This memory-only stored data does not assist outside researchers, nor future park employees if all the knowledgeable staff have left. It needs to be recorded as part of the collections' history(s). The background history of the collection would be best provided by the Curator and other park staff, and would complement the work produced by the outside professional archivist.

In addition to Scope and Content Notes, pathfinder guides concerning the most frequently asked research topics need to be developed. This needs to encompass not only all the documents in storage, but those still on public display. Major topics of interest to Sandburg scholars need to be addressed, as well as NPS researchers addressing resource management issues. A repository guide would be useful to tie together the archival, book and three dimensional collections, as well as basic information pertaining to the archival collections held at the University of Illinois. These could be produced by the Curator upon completion of the professional archivist description project, particularly as she has in-depth knowledge of park generated collections. It should be fully indexed by name, subject and document type.

A theoretical issue has been raised as to if the archival collections are still "organic" due to the convoluted re-arrangement history of the Sandburgs' collections in the Main House and the Swedish House. Specifically, had the integrity of the collection been so violated by the time the NPS took possession of the house (and then tried to re-create the family's clutter) and later as the University of Illinois removed more of the archival and library collections, it could still be said to have integrity or original order. Further, has sufficient control been exerted during the NPS cataloging history of the collection so that the original order of the houses' remaining contents could be recreated. This same issue applies to the collections removed by the University of Illinois, but is outside the scope of this assessment.

Opposite an organic collection is a non-organic or artificial collection. This type of collection is made up of individual documents or groups of documents that are gathered together from various sources by a collector. The documents are unrelated, except that they may fit into the same general subject area or may be the same type of document. As this description does not apply to the Sandburg collection, the issue may then be "how organic" not "if organic," and how much integrity (original order) remains. Given the size of the park's holdings, this issue will have to be resolved by an in-depth evaluation and study of the collection. However, sufficient material remains from the collection, and detailed location data was recorded for each item or "collection" cataloged, to state that the vast majority of the collection could be removed from storage and

placed back in the main house in its "original" location (after the re-creation of the family clutter) to propose that the collections are still more organic than not. Hopefully, with professional research, an opinion could be reached as to the integrity of the collections; to ascertain if any indications are present as to what materials were put away and tidied up by Lilian Sandburg and/or what items were pulled out and used to re-create the family clutter by NPS staff.

Issues of original order and the ability to recreate the arrangement within the rooms of the Main House (and Swedish House) will have to be determined by a thorough archival description project. The project will need to comprehensively evaluate the cataloging of the collection, the descriptions as listed on the existing catalog records, and the master list of locations and full explanation. Documentary photographs have only recently been taken of Carl Sandburg's upstairs office to visually fix the locations of the collections and items removed for cataloging and storage. Recreating the locations and spatial relationships of collections will be critical to a thorough and professional archival description and explanation of the remaining (NPS) collections.

Proposed Intellectual Access Recommendations:

As much of the work conducted on the park's museum and archives collection is performed by volunteers under the direction of the Curator, it is difficult to determine how long it should take the park to complete a given recommendation. It is recommended that the storage and data entry recommendations be completed by contract/cooperative agreement or trained archival technicians. However, the intellectual access needs can only be completed effectively by a trained professional archivist. Further, with such a large archival collection to oversee, it is recommended that the Curator receive basic archival training. Park staff should consult with Society of American Archivists (SAA) in Chicago to determine what courses are available; one SAA supervised training offered annually is given at the Carter Presidential library in Atlanta for two weeks in the early summer. The training will also be necessary to provide the Curator the knowledge to oversee and evaluate the work produced by a professional archivist. Since the site visit, the Curator has attended the Archives Institute, sponsored by the National Archives and Records Administration and the Library of Congress.

As intellectual accessibility is improved and the availability of the collection becomes more widely known (particularly if finding aids are posted on the World Wide Web), researcher requests should increase. However, there is insufficient trained staff to provide professional level access and reference services to visiting researchers. With only one full-time paid staff person present responsible for museum collection management tasks and volunteer supervision, providing professional level reference services to researchers will be time consuming and difficult. Per the *Museum Handbook* and professional archival ethics, researchers are to be supervised at all times, as well as professionally assisted in their research endeavors. Reference supervision and assistance cannot be provided by volunteers, as they are not on-site for more than four hours (in general), do not have the security clearance to handle the museum collection, nor have the necessary professional training or education. The park needs to consider increasing the permanent staffing level for the museum and archives collections. An additional staff person with professional museum and/or archives training/education will benefit both the museum object collection as well as the Sandburg family archival collections.

Much of the work recommended here will need to be accomplished as a Cultural Resources Preservation Program project, as the needs and recommendations do not meet the criteria for Backlog Cataloging funding. Park staff may wish to solicit funding from the Friends of Connemara to help defray the cost of a professional archivist, as well as apply to national non-profit sources for grant monies (Kodak, Fuji, National Park Foundation, etc.). A list of grant sources may be found in "Report on Funding Possibilities for the National Park Service Education Initiative," 1998.

1. Obtain professional archival training for the Curator as discussed above. In addition to workshops, the Curator needs to attend an intensive two week (or longer) course in archives at a reputable institute before a professional archivist is retained to describe the collections. **One to two years. (This has been funded since the site visit, and the Curator has enrolled in a graduate program.)**

2. Determine the copyright issues associated with the reel to reel tapes, wire recordings and motion picture films, and formulate copyright statements accordingly. All copies and copy machines should be marked with a copyright notice as per the *Museum Handbook*, Part III, Chapter 2, "Legal Issues." This information should be added to the catalog cards and placed in the Accession Folders accordingly. Separately cataloging the magnetic media so that each recording receives its own catalog number will allow for greater control when the tapes are duplicated for preservation as well as for copyright statements. **Two to three years.**

3. At the recommendation of the NPS Chief Archivist, create a comprehensive collection level catalog entry for each collection (Carl Sandburg, Lilian Sandburg, and daughters Margaret, Paula, and Janet) in ANCS+ Collections Module; transfer the records to the Archives Module for enrichment and further cataloging at the series level. Thus each collection as a whole will be represented in the NPS system, and eventually in national archival catalogs, as an archives collection as it should be. The collection will never be properly represented in national catalogs as it is currently cataloged under "History" in a piece-meal fashion. Rather than list individual items or folder titles, etc., simply list the range of applicable catalog numbers. The initial catalog records for each collection could be submitted by the Curator in the Collections Module , after she has obtained some archival training. The records could be later transferred to the Archives Module to be refined and expounded upon by a professional archivist when the park's holdings are described (see below). **Two to three years.**

4. More detailed finding aids are needed for the "collections" within cataloged archives in "museum collection," as well as pathfinder guides for major subject areas of researcher interest or frequently asked questions. The park should hire the services of a trained professional archivist for this process, preferably someone with experience with describing the archives and manuscript collections of a writer/author. The interrelationship between the park's collections and other Sandburg collections should be expounded upon as well. **Three to five years.**

5. As the collection increases in accessibility and researcher use, the park should increase the staffing level for the museum and archives collections. As the park has been able to upgrade the Museum Technician to a Curator since the site visit, one or two Technician positions (GS-5 or GS-7)in the museum or archives series is recommended for supporting the collection and program. **Two to three years.**

APPENDIX I

RECORDS TYPES AND DISPOSITION

Various types of documents, or records, are found in parks, and fall into two main classifications based upon how they were created, the reason for their creation, their past use and their future value. Documents found in parks are either official records or non-official records; there are, however, five types of non-official records and a special sub-set of official records.

Official records are collections of documentary materials created by the NPS to document the creation, development, organization, functions, policies, decisions, procedures, operations, or their routine activities of the NPS. They include audit records, budgets, central park correspondence files, contracting records, financial records, law enforcement records, legal records, museum records, permits, personnel records, etc. These records are produced to meet a federal requirement of tracking or record-keeping. Official records are made or received by NPS officials and staff as a part of transacting business, and preserved as evidence of the office's actions or functions or due to the record's informational value. Official records may be either active, in which case they are retained at a park, or inactive, in which case they are appraised via NARA and NPS-19 retention schedules, and either disposed of, or sent to a Federal Record Center. The original copy of an official federal record is the "record" copy, while any duplicate or variant record (which NARA does not collect) may be called "sub-official," "non-official," or "non-record." Official federal records are managed using the agency's retention schedule (NPS-19) and NARA. By law, NARA has responsibility for all the official records of the federal government. Museum records are official records generated by the museum property system to manage museum property. They include accession, catalog, inventory, and loan documents. They are then permanently retained and maintained in the park as active official records for which the NPS is accountable to the NARA. NPS records held by the Federal Records Center are still the legal property of the originating park, although under the care of the FRC. However, once the records have reached the end of their lifespan at the FRC per the NPS disposition schedule, the records are either destroyed or transferred to the National Archives. As the Superintendent of the park is legally responsible for approving the transfer of records from the FRC to the National Archives, the park will be notified when the records are to be disposed of.

Non-official records include all NPS documentation that was created for purposes of reference or exhibition (44 USC 3301), as opposed to legally mandated documentation (e.g., audits, budgets, permit-granting, law enforcement, personnel records). These non-official collections include sub-official records, personal papers, acquired organizational archives (non-NPS entities related to the site, such as friend's groups), and resource management records. These non-official documents share certain characteristics. They are active museum, library reference, or exhibition collections related to park resources, holdings, and/or history. These materials are critical to the understanding and management of cultural and natural resources and interpretation, such as archeological site documentation, or aerial photographs used to record changes following a fire. These collections provide vital evidence of site-related historic and scientific activities, events, resources, groups (e.g., cooperating associations), and individuals. Museum archival and manuscript collections often illustrate the evolution of the site during its historic period, and provide essential historical detail for exhibits, films, publications, reports and studies.

Museum archival and manuscript collections include the following five types of non-official materials: personal papers, organizational archives, assembled collections, resource management records and sub-official records. They are considered either organic or non-organic/artificial. Organic collections have a systematic relationship to each other that reflects their function and the activities and viewpoint of their creator; they are said to exhibit integrity as their original order and provenance has been retained. Artificial or non-organic collections are accumulations of documents, most often gathered from multiple sources by a collector. They are generally unrelated by provenance, but frequently are of the same format or of the same topic.

Personal papers are the documents created or accumulated during a lifetime by an individual or family. They are organic, non-official collections, functioning as the archives or an individual or family. Personal papers usually have an intact provenance and original order, which must be maintained. Parks collection the personal papers of individuals associated with the park, such as founding fathers, formative staff, or eminent individuals linked to the history of the site.

Organizational archives, also known as acquired archives, are organic, non-official collections created by a site-associated, non-NPS organization (e.g., a business, club, church, or other group) as a routine part of doing business. They may include correspondence, legal and financial records, and other forms of documentation. NSP staff must maintain their provenance and original order.

Assembled collections are accumulations of non-official documents assembled from multiple sources by collectors. Thus, the different documents in the collection are generally unrelated by their circumstances of creation as items. Instead, they are related by subject matter, or by a specific document process or format (e.g., posters), or by the signature of a single person. All of these collections are knows as assembled or artificial manuscript collections. Assembled collections may be added to a park's museum collection if they fit in with the park's SOCS and have a relationship to the site. Since assembled collections have a shared context provided by their history of ownership and assemblage, curators should maintain assembled materials from a single source as discrete collections.

Resource management records are defined in the *Department of the Interior Manual* (411 DM 1) as non-official documentation "such as site forms, field notes, drawings, maps, photographic slides, negatives, films, video and audio cassette tapes, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, and reports made or acquired by the Federal Government to record information on cultural and natural resources for the purposes of reference or exhibition and for preservation of the Nation's natural and cultural heritage."

Resource management records are vital non-official documents, generated by NPS staff, contractors, cooperating associations and other institutions. Copies or duplicates of these materials may also appear in the park's library or central file. The records provide vital "baseline data" for the management of park resources during and after project completion. They document the entire spectrum of cultural and natural resources projects, including those related to cultural landscape research and maintenance, historic furnishings, historic structures, natural resources, ruins maintenance, and science in general.

Resource management collections may or may not be specifically associated with other museum property. They also may or may not have been produced in the field. If associated with other museum property (objects and artifacts) they are also known as "associated records," a subset of resource management records. They are referred to in the Department of the Interior Manual (411 DM 1) as "documentation generated by collecting and analyzing artifacts, specimens, or other resources that are or subsequently may be designated as museum property, such as site forms, field notes, drawings, maps, photographs, films,

video tapes and audio tapes, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, and reports. These records are 'associated' with the objects and specimens generated during these activities." They are needed to effectively manage museum property collections and are to be maintained as part of those collections.

Sub-official records are desk file copies or duplicates of documents, and are useful for reference, administrative histories, interpretation, research, and other informational purposes. As defined by NPS-28, *Cultural Resources Management Guideline*, these documents are not considered necessary for permanent retention by the NARA, which instead retains the originals of these documents. Sub-official records include desk files of individuals, subject files maintained for internal use, copies of internal policies, reference files of park ephemera, and copies of reports such as the Superintendent's reports. Sub-official records also include lists of past employees, as well as publications of the park and cooperating associations. Such copies may be retained to provide further explanation or interpretation of policy, practice, events or resources at the park.

APPENDIX II

HYGROTHERMOGRAPH CHARTS

Scientific Sales Inc.
P.O. BOX 6725
LAWRENCEVILLE NJ 08648
PHONE (609) 844-0055

HYGROTHERMOGRAPH

CHART NO 50202/SS

STATION MS STORAGE FRONT DATE ON 8 AUG 1997 DATE OFF 15 AUG 1997

Scientific Sales Inc.
P.O. BOX 6725
LAWRENCEVILLE, NJ 08648
PHONE: (609) 844-0055

HYGROTHERMOGRAPH

CHART NO 50202/SS

STATION MS STORAGE BACK DATE ON 8 AUG 1997 DATE OFF 15 AUG 1997

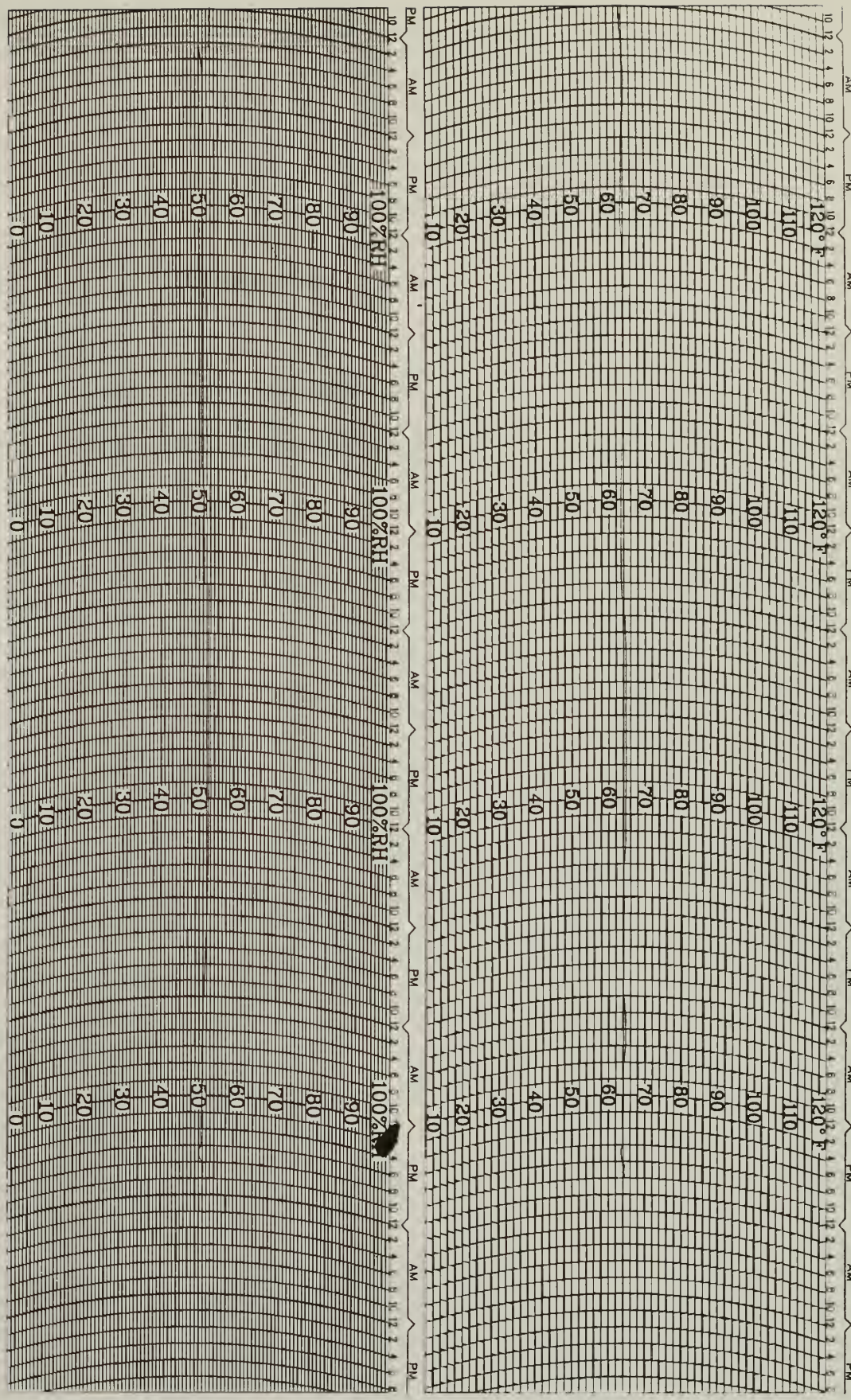
WeatherMeasure
WEATHERtronics
Division of QUALIMETRICS, Inc.

P.O. BOX 41039
SACRAMENTO, CA 95841
TELEPHONE: (916) 481-7565

HYGROTHERMOGRAPH
7 DAY

CHART NO. M699124
C311-W-HF
ECN 2563

STATION M6 storage Front DATE ON 20 Jan 98 DATE OFF 27 Jan 98



WeatherMeasure
WEATHERtronics
Division of QUALIMETRICS, Inc.

P.O. BOX 41039
SACRAMENTO, CA 95841
TELEPHONE: (916) 481-7565

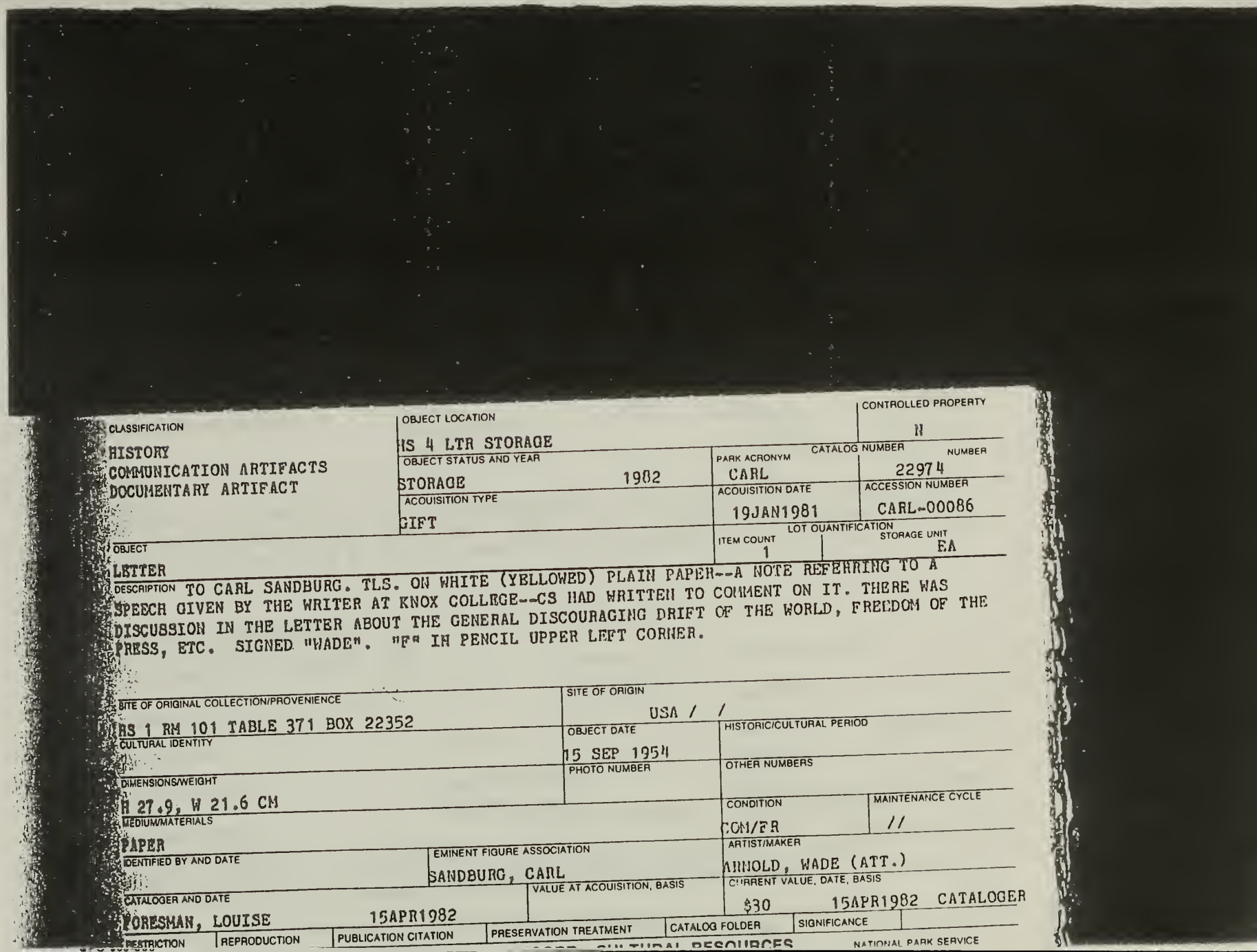
HYGROTHERMOGRAPH
7 DAY

CHART NO. M699124
C311-W-HF
ECN 2563

STATION MS storage Back DATE ON 20 Jan 98 DATE OFF 27 Jan 98

APPENDIX III

ANCS CATALOG RECORDS
AND
ARCHIVES CONTAINER LISTS



CLASSIFICATION
HISTORY
COMMUNICATION ARTIFACTS
DOCUMENTARY ARTIFACT

OBJECT LOCATION
HS 4 LTR STORAGE

CONTROLLED PROPERTY
N

OBJECT STATUS AND YEAR
STORAGE 1982

CATALOG NUMBER
PARK ACRONYM: CARL
NUMBER: 22974

ACQUISITION TYPE
GIFT

ACQUISITION DATE
19JAN1981

ACCESSION NUMBER
CARL-00086

LOT QUANTIFICATION
ITEM COUNT: 1
STORAGE UNIT: EA

OBJECT
LETTER

DESCRIPTION
TO CARL SANDBURG. TLS. ON WHITE (YELLOWED) PLAIN PAPER--A NOTE REFERRING TO A SPEECH GIVEN BY THE WRITER AT KNOX COLLEGE--CS HAD WRITTEN TO COMMENT ON IT. THERE WAS DISCUSSION IN THE LETTER ABOUT THE GENERAL DISCOURAGING DRIFT OF THE WORLD, FREEDOM OF THE PRESS, ETC. SIGNED "WADE". "F" IN PENCIL UPPER LEFT CORNER.

SITE OF ORIGINAL COLLECTION/PROVENIENCE
HS 1 RM 101 TABLE 371 BOX 22352

SITE OF ORIGIN
USA / /

CULTURAL IDENTITY

OBJECT DATE
15 SEP 1954

HISTORIC/CULTURAL PERIOD

PHOTO NUMBER

OTHER NUMBERS

DIMENSIONS/WEIGHT
H 27.9, W 21.6 CM

CONDITION
CON/FR

MAINTENANCE CYCLE
//

MEDIUM/MATERIALS
PAPER

IDENTIFIED BY AND DATE

EMINENT FIGURE ASSOCIATION
SANDBURG, CARL

ARTIST/MAKER
ARNOLD, WADE (ATT.)

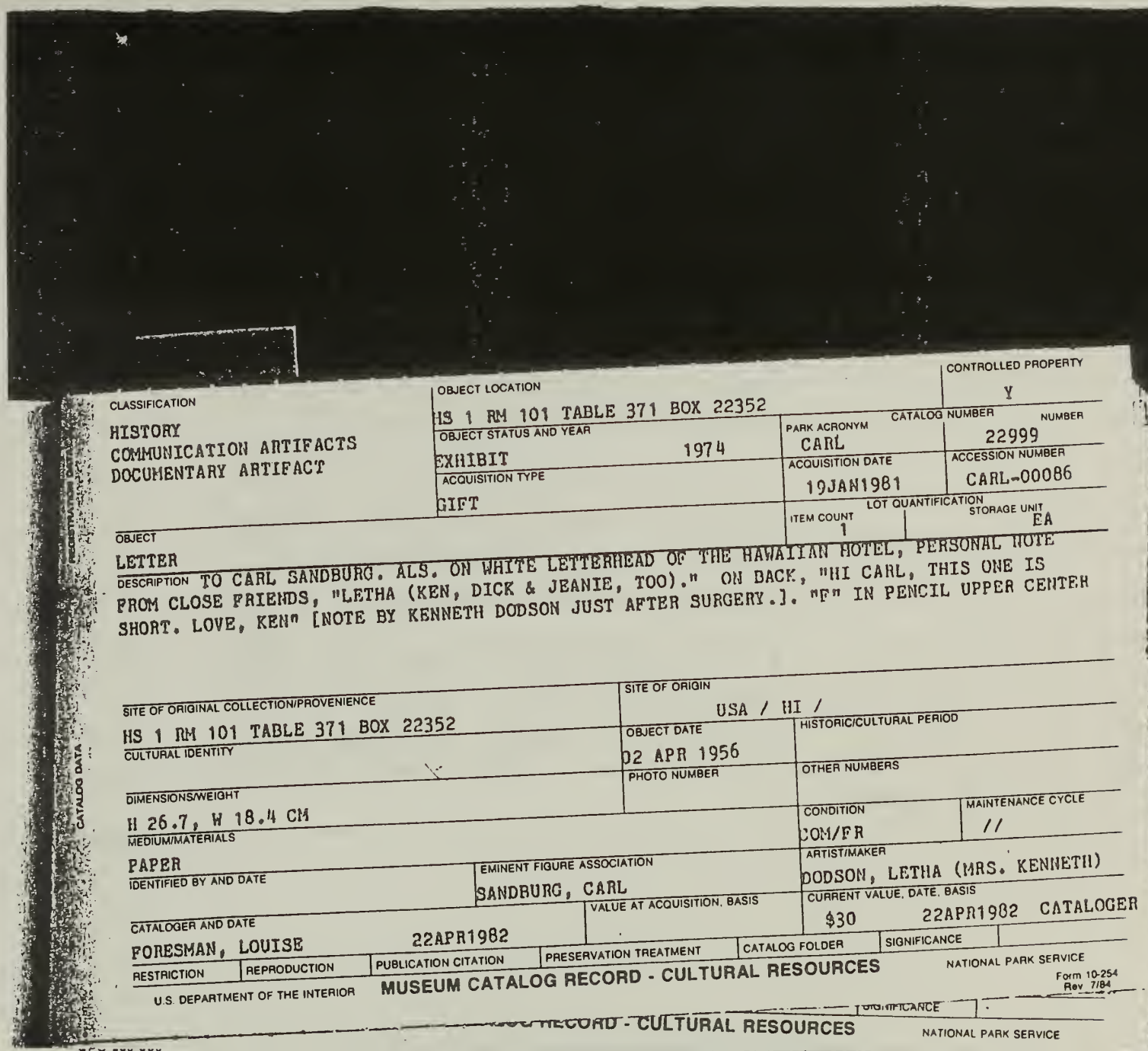
VALUE AT ACQUISITION, BASIS

CURRENT VALUE, DATE, BASIS
$30 15APR1982 CATALOGER

CATALOGER AND DATE
FORESMAN, LOUISE 15APR1982

RESTRICTION | REPRODUCTION | PUBLICATION CITATION | PRESERVATION TREATMENT | CATALOG FOLDER | SIGNIFICANCE

CULTURAL RESOURCES — NATIONAL PARK SERVICE



CATALOG DATA

CLASSIFICATION
HISTORY
COMMUNICATION ARTIFACTS
DOCUMENTARY ARTIFACT

OBJECT LOCATION
HS 1 RM 101 TABLE 371 BOX 22352

CONTROLLED PROPERTY
Y

OBJECT STATUS AND YEAR
EXHIBIT 1974

PARK ACRONYM
CARL

CATALOG NUMBER
22999

ACQUISITION TYPE
GIFT

ACQUISITION DATE
19JAN1981

ACCESSION NUMBER
CARL-00086

LOT QUANTIFICATION
ITEM COUNT 1
STORAGE UNIT EA

OBJECT
LETTER

DESCRIPTION
TO CARL SANDBURG. ALS. ON WHITE LETTERHEAD OF THE HAWAIIAN HOTEL, PERSONAL NOTE FROM CLOSE FRIENDS, "LETHA (KEN, DICK & JEANIE, TOO)." ON BACK, "HI CARL, THIS ONE IS SHORT. LOVE, KEN" [NOTE BY KENNETH DODSON JUST AFTER SURGERY.]. "F" IN PENCIL UPPER CENTER

SITE OF ORIGINAL COLLECTION/PROVENIENCE
HS 1 RM 101 TABLE 371 BOX 22352

SITE OF ORIGIN
USA / HI /

CULTURAL IDENTITY

OBJECT DATE
02 APR 1956

HISTORIC/CULTURAL PERIOD

PHOTO NUMBER

OTHER NUMBERS

DIMENSIONS/WEIGHT
H 26.7, W 18.4 CM

CONDITION
COM/FR

MAINTENANCE CYCLE
//

MEDIUM/MATERIALS
PAPER

EMINENT FIGURE ASSOCIATION
SANDBURG, CARL

ARTIST/MAKER
DODSON, LETHA (MRS. KENNETH)

IDENTIFIED BY AND DATE

VALUE AT ACQUISITION, BASIS

CURRENT VALUE, DATE, BASIS
$30 22APR1982 CATALOGER

CATALOGER AND DATE
FORESMAN, LOUISE 22APR1982

RESTRICTION | REPRODUCTION | PUBLICATION CITATION | PRESERVATION TREATMENT | CATALOG FOLDER | SIGNIFICANCE

U.S. DEPARTMENT OF THE INTERIOR
MUSEUM CATALOG RECORD - CULTURAL RESOURCES
NATIONAL PARK SERVICE
Form 10-254
Rev. 7/84

SIGNIFICANCE
MUSEUM CATALOG RECORD - CULTURAL RESOURCES
NATIONAL PARK SERVICE

NATIONAL PARK SERVICE
CONTAINER LIST - ARCHIVAL AND MANUSCRIPT COLLECTIONS

Sheet 1 of 23

Collection Name: Lincoln Documentary Collection

Catalog Number: 91579

Container Number	Description	Inclusive Dates	Number of Folders	Number of Items
	Envelope. Cut open on two sides. The Chicago Daily News preprinted. "Early RH" hand written on back. Contains next item.	—		1
	Page, book. Untitled, p 145 - 342. Bookmarks p 190-191, p 202-203, p 212-213, p 226-227, p 236-237. Pencil marks throughout pages.	—		1
	Envelope. Cut open on two sides. Preprinted return address from The Crowell Publishing Co. Handwritten address to LS, three red 2¢ Washington stamps, "L corr" handwritten on back. Contains next item.	24 AUG 1932		1
	Page, book. The Writings of Abraham Lincoln, p 27-63, 171-223, 369-375, and 431-456. Pencil markings throughout.	—		1
	Envelope. Cut open on two sides. "War Recollects LBy. Virginia) D A Strother" handwritten in pencil by LS. Contains next 4 items.	—		1
	Clipping, magazine. Harper's New Monthly Magazine, June 1866, Vol 33, p 1-26. Personal Recollections of the War.	JUN 1866		1
	Clipping, magazine. Harper's New Monthly Magazine, July 1866, Vol 33, p 137-160. Personal Recollections of the War.	JUL 1866		1
	Clipping, magazine. Harper's New Monthly Magazine, Sept. 1866, Vol 33, p 409-428. Personal Recollections of the War.	SEP 1866		1
	Clipping, magazine. Harper's New Monthly Magazine, Oct 1866, Vol 33, p 545-568. Personal Recollections of the War.	OCT 1866		1
	Page, book. Untitled, p 289-330, p 435-438, and p 453-476. Related to Civil War.	—		1
	Bookmark, envelope. Preprinted return address from The Home of Books, Inc. Typed address to LS. Found in 91578.	9 OCT 1938		1
	Bookmark, envelope. Preprinted return address from National Institute of Arts and Letters. Typed address to LS. Found in 91578	10 OCT 1938		1
	Bookmark, advertising. Three Seal Book Mark, Modern Age Books, Inc. Found in 91578.	—		1
		Page Totals		13

NOTES:

NPS Form 10-96
7/84

CLASSIFICATION
HISTORY
COMMUNICATION ARTIFACTS
DOCUMENTARY ARTIFACT
ARCHIVAL/MANUSCRIPT COLLECT.

OBJECT LOCATION: HS 1 RM 018 B-IV-4B BOX 91577

CONTROLLED PROPERTY: Y

OBJECT STATUS AND YEAR: EXHIBIT 1990

PARK ACRONYM: CARL

CATALOG NUMBER: 91579

ACQUISITION TYPE: GIFT

ACQUISITION DATE: 19JAN1981

ACCESSION NUMBER: CARL-00086

LOT QUANTIFICATION: ITEM COUNT 299 STORAGE UNIT EA

COLLECT: LINCOLN DOCUMENTARY COLLECTION

DESCRIPTION: COLLECTION OF MISCELLANEOUS DOCUMENTARY ARTIFACTS RELATED TO ABRAHAM LINCOLN. COLLECTION INCLUDES HANDWRITTEN NOTES, TYPED PAGES, BOOK PAGES, NEWSPAPER CLIPPINGS, AND MAGAZINE CLIPPINGS, SEVERAL PAGES ARE BROWNED AND FOXED, SEE CATALOG FOLDER FOR LIST OF ITEMS.

HISTORY: HS 1 RM 018 BOX 91577

SITE OF ORIGINAL COLLECTION/PROVENIENCE: USA / NC
MAT ROCK / CONNEMARA FARMS, MAIN HOUSE

SITE OF ORIGIN: USA / /

NATURAL IDENTITY

OBJECT DATE: 1861 -1939

HISTORIC/CULTURAL PERIOD

DIMENSIONS/WEIGHT

PHOTO NUMBER

OTHER NUMBERS

MEDIUM/MATERIALS: PAPER

CONDITION: FAIR

MAINTENANCE CYCLE: /

IDENTIFIED BY AND DATE: WHITE, NANCY LYNN 20JUN1990

EMINENT FIGURE ASSOCIATION: SANDBURG, CARL

ARTIST/MAKER

CATALOGER AND DATE: WHITE, NANCY LYNN 20JUN1990

VALUE AT ACQUISITION BASIS

CURRENT VALUE, DATE BASIS: $30 20JUN1990 CATALOGER

RESTRICTION | REPRODUCTION | PUBLICATION CITATION | PRESERVATION TREATMENT | CATALOG FOLDER X | SIGNIFICANCE

MUSEUM CATALOG RECORD, CULTURAL RESOURCES — NATIONAL PARK SERVICE

NATIONAL PARK SERVICE
CONTAINER LIST - ARCHIVAL AND MANUSCRIPT COLLECTIONS

Sheet 1 of 1

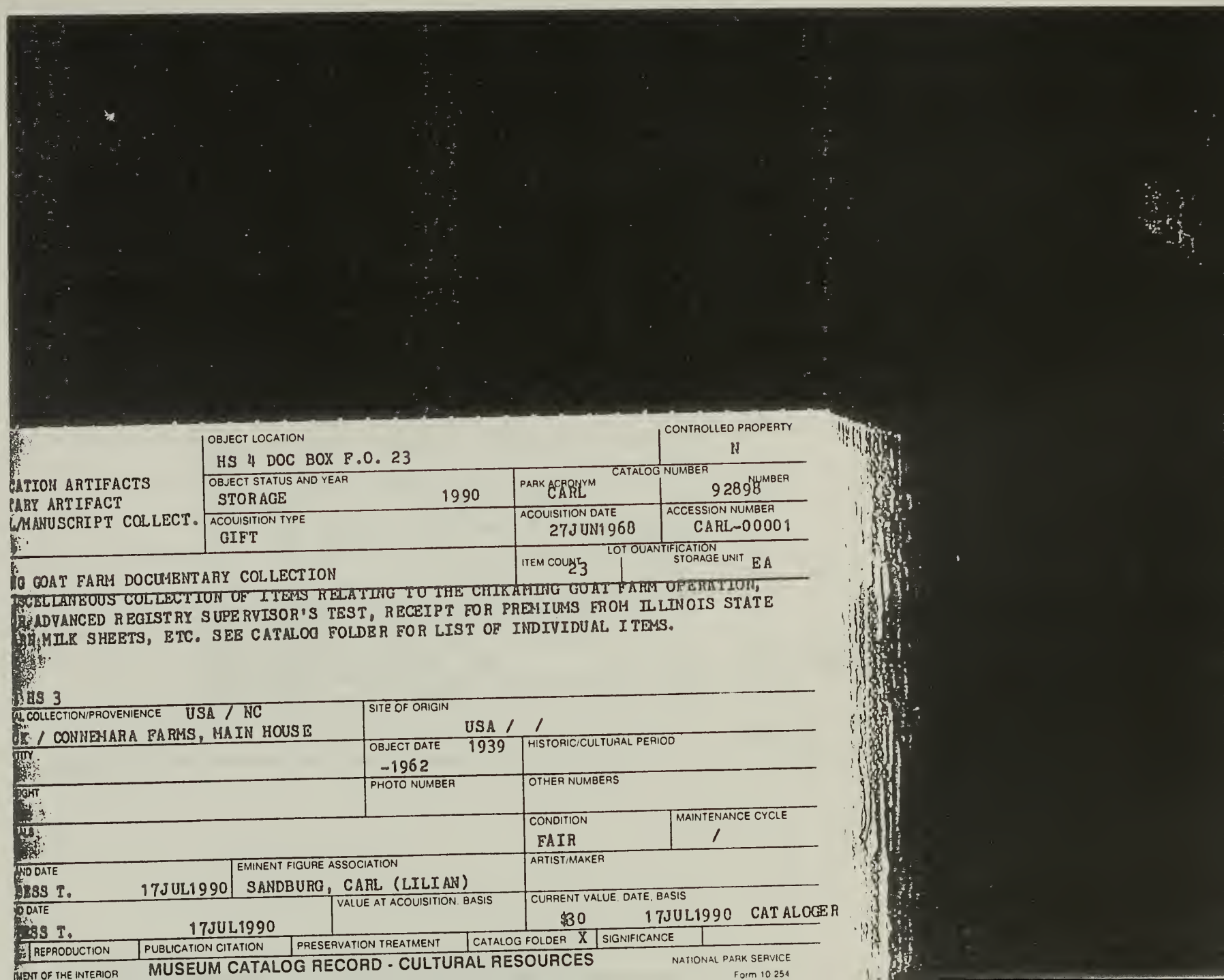
Collection Name: CHICKAMING GOAT FARM DOCUMENTARY COLLECTION

Catalog Number: 92898

Container Number	Description	Inclusive Dates	Number of Folders	Number of Items
	STATEMENT OF PREMIUMS, ILLINOIS STATE FAIR TO MRS CARL SANDBURG, HARBERT, MI	1940		3
	BROWN UNUSED ENVELOPE, PREPRINTED ADDRESS TO SEARS, ROEBUCK AND CO. - CHICAGO			1
	BILL TO MR CARL SANDBURG FROM DAIRY HUSBANDRY DEPARTMENT, MICHIGAN STATE COLLEGE	07 MAR 1939 - 12 SEP 1940		10
	U.S. GOVERNMENT BILL OF LADING ONE PUREBRED TOGGENBURG SHIPPED TO ANIMAL RESEARCH CENTER - BELTSVILLE MD BY MRS CS	26 MAY 1948		1
	REGISTRY CERTIFICATE, AMCRA, FOR CH. JAN JESSE	18 OCT 1949		1
	MILK YIELD RECORD FOR BROCADE, FIESTA, BOUQUET, BRIETTA, ET AL	1953-1955		1
BARN	MILK YIELD RECORD FOR BOUQUET, VALERIE, JABALA, FIESTA, FERN, BEBE, ET AL	1957		1
	THE FOLLOWING FIVE BARN MILK YIELD RECORDS ARE STORED IN MS MAP CASE 1 DRS DUE TO SIZE			
	BALTA, BRIELLE, BETH, BRIO, BLOSSOM, BONHER, RHODY, BLESS, BELLOT	NO DATE		1
	BETH, BRIELLE, BALTA,	"		1
	BETH, BALTA, BRIELLE, BLESS	15 MAY		1
	BLOSSOM, BRIO, BRIELLE, BALTA, BETH, RHODY BONHEUR, DRUSILLA			1
	BLOSSOM, SUSETTE, SUSANNE, MARIETTA, FLICKA, KAY, BETTINA, TOPAZ, BROCADE, RUANA	JAN 62		1
		Page Totals		23

NOTES:

NPS Form 10-96
7/84



CATION ARTIFACTS
RARY ARTIFACT
L/MANUSCRIPT COLLECT.

OBJECT LOCATION: HS 4 DOC BOX F.O. 23
CONTROLLED PROPERTY: N
OBJECT STATUS AND YEAR: STORAGE 1990
CATALOG NUMBER — PARK ACRONYM: CARL — NUMBER: 92898
ACQUISITION TYPE: GIFT
ACQUISITION DATE: 27JUN1968
ACCESSION NUMBER: CARL-00001
ITEM COUNT: 23
LOT QUANTIFICATION — STORAGE UNIT: EA

NG GOAT FARM DOCUMENTARY COLLECTION

SCELLANEOUS COLLECTION OF ITEMS RELATING TO THE CHIKAMING GOAT FARM OPERATION,
R ADVANCED REGISTRY SUPERVISOR'S TEST, RECEIPT FOR PREMIUMS FROM ILLINOIS STATE
RD, MILK SHEETS, ETC. SEE CATALOG FOLDER FOR LIST OF INDIVIDUAL ITEMS.

HS 3

AL COLLECTION/PROVENIENCE: USA / NC
UK / CONNEMARA FARMS, MAIN HOUSE
SITE OF ORIGIN: USA / /
OBJECT DATE: 1939 -1962
HISTORIC/CULTURAL PERIOD:
PHOTO NUMBER:
OTHER NUMBERS:
CONDITION: FAIR
MAINTENANCE CYCLE: /
EMINENT FIGURE ASSOCIATION: SANDBURG, CARL (LILIAN)
ARTIST/MAKER:
ND DATE: ESS T. 17JUL1990
VALUE AT ACQUISITION. BASIS:
CURRENT VALUE. DATE. BASIS: $30 17JUL1990 CATALOGER
D DATE: ESS T. 17JUL1990

REPRODUCTION | PUBLICATION CITATION | PRESERVATION TREATMENT | CATALOG FOLDER X | SIGNIFICANCE

MENT OF THE INTERIOR — MUSEUM CATALOG RECORD - CULTURAL RESOURCES — NATIONAL PARK SERVICE
Form 10-254

NATIONAL PARK SERVICE
CONTAINER LIST - ARCHIVAL AND MANUSCRIPT COLLECTIONS

Sheet 1 of 23

Collection Name: Margaret Sandburg Literary Collection

Catalog Number: 91559

Container Number	Description	Inclusive Dates	Number of Folders	Number of Items
	File Folder Divider. Brown, preprinted "G".	—		1
	File Folder Divider. Brown, preprinted "H".	—		1
	File Folder Divider. Brown, preprinted "K".	—		1
	File Folder. Brown, "French Ministers" typewritten on off-white label.	—		1
	Clipping, newspaper. "Marshal (?) Ney". Found in "French Ministers" Folder.	—		1
	Page, typewritten. Title "Talleyrand", (4 Pieces). Found in "French Ministers" folder.	—		1
	File Folder. Brown. "Other Poetry" typewritten on off-white label.	—		1
	Note, hand written. Firstline: "originally had in mind", (3 Pieces). Found in "Other Poetry" Folder.	—		1
	Page, typewritten. Pages from a book of poetry, (4 Pieces), p 251 - 252, 253 - 254, 257 - 260. Found in "Other Poetry" Folder.	—		1
	Clipping, Magazine. "Our London Letter", Friends Intelligencer, p 211 - 212. Peet Hubert W. Found in "Other Poetry" Folder.	31 MAR 1945		1
	Page, typewritten. Firstline: "I don't quite get Charles Augustus Lindbergh's. It was only a", (2 Pieces). Found in "Other Poetry" Folder.	—		1
	Clipping, Magazine. College verse, (3 Pieces), p 167-162. Found in "other Poetry" Folder.	MAY 1934		1
	Clipping, newspaper. Poem titled "Please". Butts Dorothy. Found in "other Poetry" Folder.	—		1
		Page Totals.		13

NOTES:

NPS Form 10-96
7/84

NATIONAL PARK SERVICE
CONTAINER LIST - ARCHIVAL AND MANUSCRIPT COLLECTIONS

Collection Name: Margaret Sandburg Literary Collection

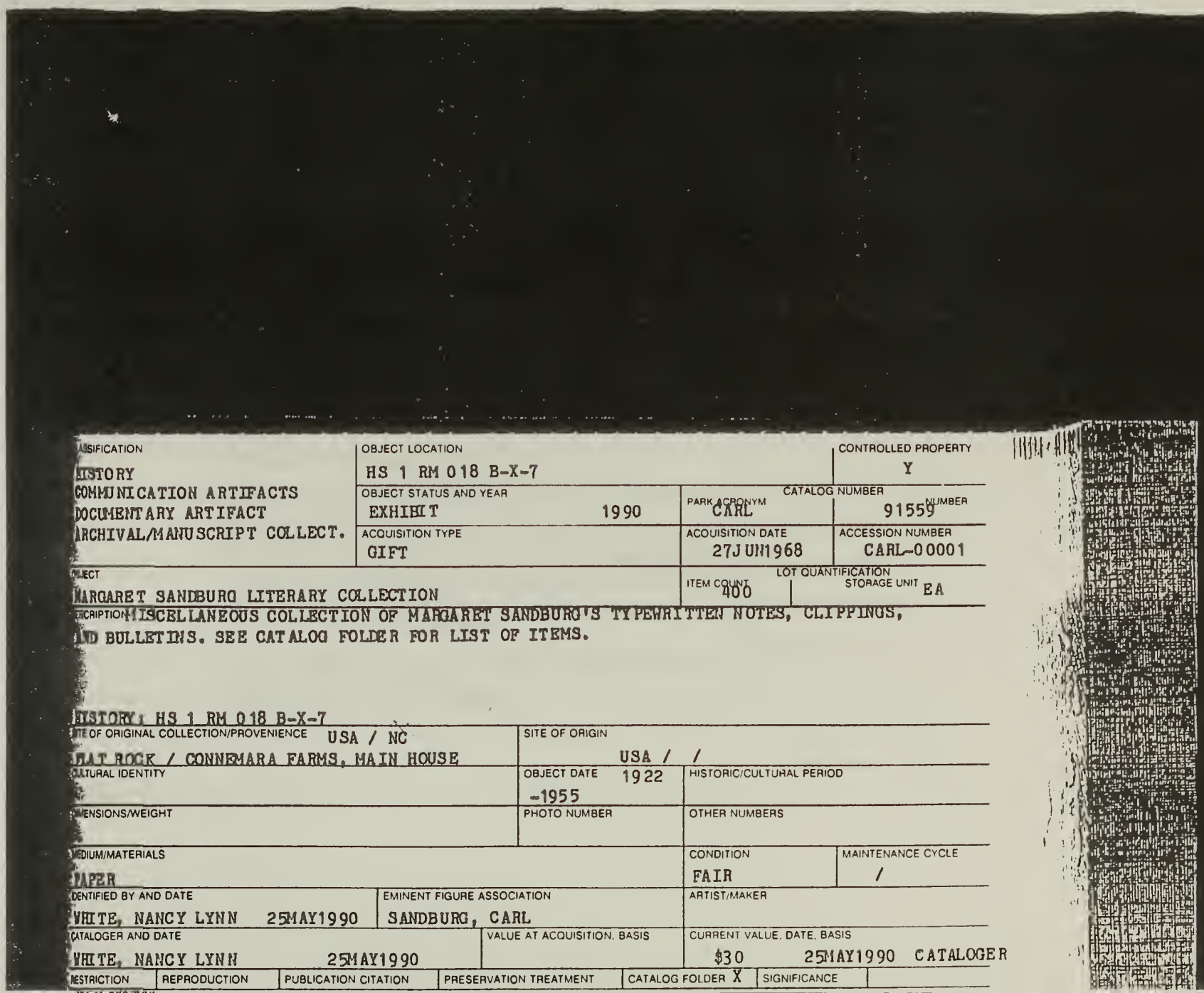
Sheet 2 of 23

Catalog Number: 91559

Container Number	Description	Inclusive Dates	Number of Folders	Number of Items
	Clipping, newspaper. Poem titled "Will and Testament." Doyle Marion. Found in "Other Poetry" folder.	—		1
	Clipping, newspaper. Poem titled "Unsteady Lines Written on a French Casino Table Cloth". Found in "Other Poetry" folder.	—		1
	Clipping, magazine. Poem titled "Underground". Gordon Don. Found in "Other Poetry" folder.	—		1
	Clipping, magazine. Poem titled "The Yachts". Williams William Carlos. Found in "Other Poetry" folder.	—		1
	Clipping, magazine. Poem titled "The Kitten", photo of a Kitten. Kerr Sophie. Found in "Other Poetry" folder.	—		1
	Booklet. The Last Ride of Don Quixote. University of California Chronicle, p 273-286. Jones Howard M. Found in "Other Poetry" folder.	JUL 1922		1
	Clipping, newspaper. "Wallace Stevens". The New York Times, p 18. Walton Edo Lou. Found in "Other Poetry" folder.	6 DEC 1936		1
	Clipping, magazine. "Books and the Arts". The Nation, (2 Pieces), p 478-482. Found in "Other Poetry" folder.	24 OCT 1936		1
	Poem, typewritten. "On a Picture of a Black Centaur by Edmund Dulac". Yeats W.B. Found in "Other Poetry" folder.	—		1
	Poem, typewritten. "Painting: A Head". Ransom John Crowe. Found in "Other Poetry" folder.	—		1
	Poem, typewriting in blue. "Each In His Own Tongue". Found in "Other Poetry" folder.	—		1
	Clipping, magazine. "An Open Letter to the Unconquerable 'Dutch'". The Saturday Evening Post, p 11-12. Auslander Joseph. Found in "Other Poetry" folder.	9 OCT 1943		1
	File Folder. Beige "Songs" typewritten on off-white label.	—		1
		Page Totals		13

NOTES:

NPS Form 10-96
7/84



CLASSIFICATION	OBJECT LOCATION	CONTROLLED PROPERTY
HISTORY COMMUNICATION ARTIFACTS DOCUMENTARY ARTIFACT ARCHIVAL/MANUSCRIPT COLLECT.	HS 1 RM 018 B-X-7	Y

OBJECT STATUS AND YEAR	CATALOG NUMBER: PARK ACRONYM	CATALOG NUMBER: NUMBER
EXHIBIT 1990	CARL	91559

ACQUISITION TYPE	ACQUISITION DATE	ACCESSION NUMBER
GIFT	27JUN1968	CARL-00001

OBJECT: MARGARET SANDBURG LITERARY COLLECTION

LOT QUANTIFICATION: ITEM COUNT 400 | STORAGE UNIT EA

DESCRIPTION: MISCELLANEOUS COLLECTION OF MARGARET SANDBURG'S TYPEWRITTEN NOTES, CLIPPINGS, AND BULLETINS. SEE CATALOG FOLDER FOR LIST OF ITEMS.

HISTORY: HS 1 RM 018 B-X-7

SITE OF ORIGINAL COLLECTION/PROVENIENCE	SITE OF ORIGIN	
USA / NC FLAT ROCK / CONNEMARA FARMS, MAIN HOUSE	USA / /	

CULTURAL IDENTITY	OBJECT DATE	HISTORIC/CULTURAL PERIOD
	1922 -1955	

DIMENSIONS/WEIGHT	PHOTO NUMBER	OTHER NUMBERS

MEDIUM/MATERIALS	CONDITION	MAINTENANCE CYCLE
PAPER	FAIR	/

IDENTIFIED BY AND DATE	EMINENT FIGURE ASSOCIATION	ARTIST/MAKER
WHITE, NANCY LYNN 25MAY1990	SANDBURG, CARL	

CATALOGER AND DATE	VALUE AT ACQUISITION, BASIS	CURRENT VALUE, DATE, BASIS
WHITE, NANCY LYNN 25MAY1990		$30 25MAY1990 CATALOGER

RESTRICTION	REPRODUCTION	PUBLICATION CITATION	PRESERVATION TREATMENT	CATALOG FOLDER	SIGNIFICANCE
				X	

NATIONAL PARK SERVICE
CONTAINER LIST - ARCHIVAL AND MANUSCRIPT COLLECTIONS

Sheet 1 of 1

Collection Name: envelope documentary collection

Catalog Number: 92787

Container Number	Description	Inclusive Dates	Number of Folders	Number of Items
	Manilla envelope, CS mailing label, preprinted Z Smith Radio return, mailed. Back has "NB '42, USA '42, WrId"; written in pencil by CS. Foxed. Contains next 65 items.	12 Mar 1943		1
	"Let's Get the Rubber", Pathfinder p. 10-12 (2 pieces)	18 Apr 1942		1
	"Detroit News is Accused Before NLRB," Guild Reporter, The. Vol. IX, No 9. Pencil marks	15 Apr 1942		1
	"Editorial," PATHFINDER, P. 14.	—		1
	"The Truth About Rubber," Nation, The p. 449-451 (2 pieces) I. F. Stone	18 Apr 1942		1
	"Enemies at Home". New Republic, The p. 547-592. Pencil marks.	20 Apr 1942		1
	"Graffis". D. Washington	—		1
	"VDA Bulletin" Newsletter for the Union for Democratic Action. Vol 2, No. 1.	—		1
	TLS. TO CS, on Richard A. Meyer personal letterhead. Asking for organizational help for a VDA Branch in Chicago	08 Apr 1942		1
	"Bataan Diary," Daily Times, Chicago, p. 3-4, 7-8. (2 pieces). Tom Gehrity	02 Jun 1942		1
	News of Norway vol 2 No 10.	28 Mar 1942		1
	"This Empire Remnant, the Heroic Dutch Will Die" Newsweek, P. 15-20 (3 pieces)	02 Mar 1942		1
	"Advertising Field Mobilizes for War", NY Times P. 10.	16 Feb 1942		1
		Page Totals		13

NOTES:

NPS Form 10-96
7/84

NATIONAL PARK SERVICE
CONTAINER LIST - ARCHIVAL AND MANUSCRIPT COLLECTIONS

Sheet 5 of 5

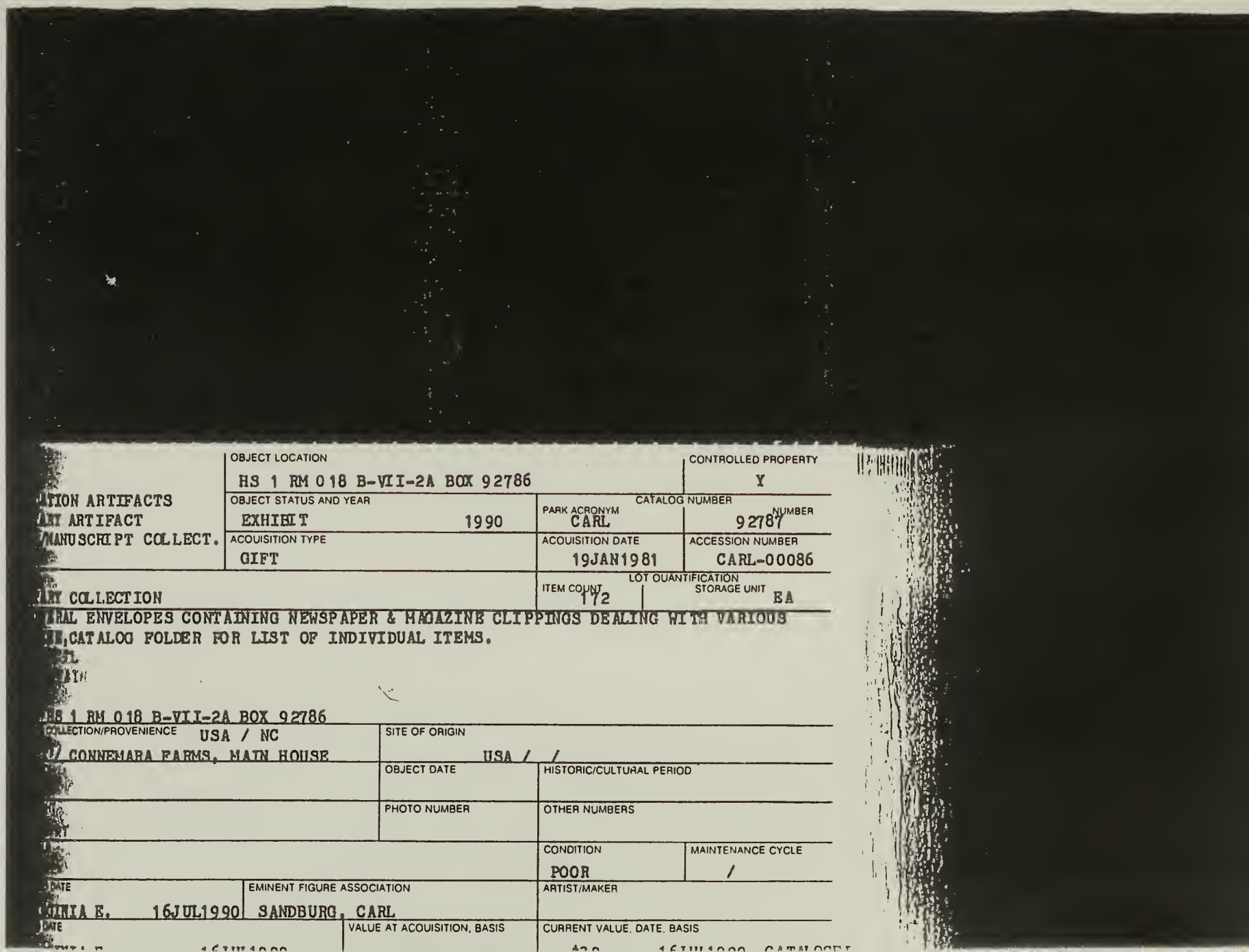
Collection Name: envelope documentary collection

Catalog Number: 92787

Container Number	Description	Inclusive Dates	Number of Folders	Number of Items
	"Let Your Mind Wander Over America," Harper's magazine p. 273-276 (2 pieces) Thomas Fenil	—		1
	Letter, Form. On the Peoples Lobby Letterhead, typed Closure - Benjamin C. Marsh	Mar 1942		1
	Program. For 1942 activities of the Peoples Lobby, Inc.	1942		1
	Business Reply Envelope for the People's Lobby, Inc	—		1
	Donation card for the Peoples Lobby, Inc.	—		1
	Flyer printed. Copy of the Congressional Record of the 2nd Session of the 77th Congress. Pencil marks on back.	—		1
	"Air Hero Tells How He Shot Down 6 Jap Planes Like Ducks" Wenrell Welch	—		1
	"Standard Rates Prohibit Charges," NY Times	28 Mar 1942		1
	"How Far Do the Axis Powers Synchronize?" NY Times. Anne O'Hare McCormick	25 Mar 1942		1
	"Why Germany Keeps on Winning," The Progressive Vol 5, No. 36. Stuart Chase	06 Sep 1941		1
	"Presenting," Parkfellow p. 11-12. William S. Paley	13 Sep 1941		1
	"Picture of Defeat, Not by Bullets," NY Times Magazine p. 11-14, 33-34 (4 pieces). Hanson Baldwin	01 Mar 1942		1
	"Are We Aware?" NY Times Magazine p. 3-6, 35-38, p. 17-18 (5 pieces). James Reston	01 Mar 1942		1
		Page Totals		13

NOTES:

NPS Form 10-96
7/84



	OBJECT LOCATION		CONTROLLED PROPERTY
ATION ARTIFACTS	HS 1 RM 018 B-VII-2A BOX 92786		Y
ART ARTIFACT	OBJECT STATUS AND YEAR: EXHIBIT 1990	PARK ACRONYM: CARL	CATALOG NUMBER: 92787
/MANUSCRIPT COLLECT.	ACQUISITION TYPE: GIFT	ACQUISITION DATE: 19JAN1981	ACCESSION NUMBER: CARL-00086
		ITEM COUNT: 172	LOT QUANTIFICATION STORAGE UNIT: EA

ART COLLECTION

RAL ENVELOPES CONTAINING NEWSPAPER & MAGAZINE CLIPPINGS DEALING WITH VARIOUS
E,CATALOG FOLDER FOR LIST OF INDIVIDUAL ITEMS.

HS 1 RM 018 B-VII-2A BOX 92786

COLLECTION/PROVENIENCE: USA / NC / CONNEMARA FARMS, MAIN HOUSE	SITE OF ORIGIN: USA / /	
	OBJECT DATE	HISTORIC/CULTURAL PERIOD
	PHOTO NUMBER	OTHER NUMBERS
		CONDITION: POOR / MAINTENANCE CYCLE: /
DATE: INIA E. 16JUL1990	EMINENT FIGURE ASSOCIATION: SANDBURG, CARL	ARTIST/MAKER
DATE	VALUE AT ACQUISITION, BASIS	CURRENT VALUE, DATE, BASIS

APPENDIX IV

SELECTIONS FROM "CARL AUTOMATED CATALOG SYSTEM CATALOGER AND DATA ENTRY HANDBOOK"

CARL AUTOMATED CATALOG SYSTEM

CATALOGER AND DATA ENTRY HANDBOOK

CARL SANDBURG HOME NATIONAL HISTORIT SITE

FLAT ROCK, NORTH CAROLINA

Revised June 1987

DATABASES USED IN COMPLETING THE MUSEUM CATALOG RECORD - CR

A. EXPLANATIONS OF CRDATA.DBF FIELDS WHICH WILL PRINT ON THE MUSEUM CATALOG RECORD

1. Classification Line 1 3
2. Classification Line 2 3
3. Classification Line 3 3
4. Classification Line 4 3
History Classification Codes 4
5. Object Location 8
6. Controlled Property 8
7. Object Status 9
8. Status Year 9
9. Catalog Number 9
10. Component Part 9
11. Accession Number 10
12. Object 10
13. Item Count 10
14. Item Quantity 11
15. Storage Unit 11
16. Description Line 1 12
17. Description Line 2 12
18. Description Line 3 12
19. Description Line 4 12
20. Description Line 5 12
21. Description Line 6 12

Site of Original Collection/Provenience

22. Field Site Number 13
23. State Site Number 13
24. Country 14
25. State 14
26. County/City 14
27. Site Name/Other 14
28. Within Site 14

Site of Origin

29. Country 16
30. State 16
31. City/County 16
32. Other 16
33. Cultural Identity 16
34. Object Date 16
35. Historic/Cultural Period 17
36. Dimensions/Weight 17
37. Photo Number 17
38. Other Numbers 17
39. Medium/Materials 17
40. Condition 18
41. Maintenance Cycle 19
42. Identified By and Date 19
43. Eminent Figure Association 19
44. Artist/Maker 19
45. Cataloger 19
46. Catalog Date 19

47. Acquisition Value 20
48. Acquisition Basis 20
49. Current Value 20
50. Current Value Date 20
51. Current Value Basis 20
52. Restriction 20
53. Reproduction 20
54. Publication Citation 20
55. Preservation Treatment 21
56. Catalog Folder 21
57. Significance 21
58. Block 21

B. EXPLANATIONS OF ADDITIONAL DATABASE FIELDS WHICH DO NOT APPEAR ON THE MUSEUM CATALOG RECORD

1. Region 22
2. Log Date 22
3. Logger's ID 22
4. Registration Data 22
5. Registration Year 22
6. Catalog Data 23
7. Catalog Year 23
8. Re-Cataloged 23
9. Re-Cataloged Year 23
10. CSI Number 23
11. LCS Number 23
12. LCS Type 23
13. Preservation Treatment Year 23
14. Code 1 24
15. Code 2 24
16. Link 1 24
17. Link 2 24

APPENDICES

A. EXAMPLES OF CATALOG WORKSHEETS

B. ACCESSION NUMBERS

C. DOCUMENT BOXES

D. HISTORIC PHOTOS STORAGE

E. SHELF NUMBERS, ROOM NUMBERS, STORAGE CABINET NUMBERS, AND BUILDING DESIGNATIONS

F. STATE ABBREVIATIONS

G. CS CORRESPONDENTS

H. OBJECT NAMES ADDENDUM (CHENHALL)

I. CATEGORY 5 - COMMUNICATION ARTIFACTS (CHENHALL)

J. LIST OF CLASSIFIED STRUCTURES AND NUMBERS FOR CARL

K. UNIFORM TECHNIQUES FOR DESCRIPTION

L. TECHNIQUES OF MARKING AND NUMBERING OBJECTS

M. SAMPLES OF CS SHORTHAND AND ABBREVIATIONS

CLASSIFICATIONS FOR CLIPPINGS (NEWSPAPER & MAGAZINE)

ADVICE
AGRICULTURE
ARCHITECTURE
ARTICLES ABOUT CS
ARTICLES BY CS
ART

BUSINESS
BOOK REVIEW (Other than CS) -- See REVIEW BY CS and REVIEW OF CS WORKS below.

CENSORSHIP
CINEMA
CRIME

EDITORIALS
EDUCATION
EDUCATIONAL INSTITUTIONS
ENTERTAINMENT

FAMILY OF MAN
FOLKLORE
FOOD

GOATS
GREATEST STORY EVER TOLD

HISTORY
HUMOR

INTERNATIONAL RELATIONS

LABOR
LAW
LINCOLN
LITERARY
LOCAL INTEREST (Flat Rock-Hendersonville area)

MEDICAL
MEMORIALS
MILITARY
MISCELLANEOUS
MOVIE
MUSIC

NATURE
NEWS MEDIA

OBITUARY

POETRY
POLITICAL
PHOTOGRAPHY
PSYCHOLOGY

updated 6/87

RACIAL RELATIONS
RADIO
REVIEW BY CS
REVIEW OF CS WORKS
RELIGION

SANDBURG APPEARANCES
SCIENCE
SEGREGATION
SEX
SPORTS
STEICHEN, EDWARD

TECHNOLOGY
TELEVISION
THE WORLD OF CARL SANDBURG
TRAGEDY
TRAVEL
TRIP TO SWEDEN
TRIP TO RUSSIA

WAR
WELFARE
WRITERS

Updated 6/87

WORKSHEET

REGISTRATION DATA

CLASSIFICATION
Class 1: H Class 2: C A
Class 3: C A 0 2
Class 4:

OBJECT LOCATION: HS 4 Doc Box 24

CONTROLLED PROPERTY: N

OBJECT STATUS AND YEAR: S 1986

PARK ACRONYM: CARL

CATALOG NUMBER: 98765

ACQUISITION TYPE: G

ACQUISITION DATE:

ACCESSION NUMBER: 86

OBJECT: Newspaper (magazine) clipping

LOT QUANTIFICATION
ITEM COUNT: 1
STORAGE UNIT:

DESCRIPTION
Agriculture. (select classification from list on next page). "Title of article."
Name of newspaper (magazine), vol & no (if available), page (if known).
(Brief comment about contents if not covered by title).

(Continue on back)

CATALOG DATA

Inscribed by:

Inscription:

Markings: pencil marks in margins

Cross-Reference:
Found in 11116

CS Contents:

SITE OF ORIGINAL COLLECTION/PROVENIENCE
(History) HS 1 Rm 200 45-C-11 p 4-5

SITE OF ORIGIN: USA MO St Louis

CULTURAL IDENTITY

OBJECT DATE: 15 Mar 1943

HISTORIC/CULTURAL PERIOD

DIMENSIONS/WEIGHT: L 21.7, W 6.7 cm

PHOTO NUMBER

OTHER NUMBERS

MEDIUM/MATERIALS: paper

CONDITION: 1 4

MAINTENANCE CYCLE

IDENTIFIED BY AND DATE

EMINENT FIGURE ASSOCIATION: SANDBURG, CARL

ARTIST/MAKER: Author of article

CATALOGER AND DATE: Heilmich, Judy L. 14 May 1986

VALUE AT ACQUISITION, BASIS

CURRENT VALUE, DATE, BASIS: 30 14 May 1986 C

RESTRICTION	REPRODUCTION	PUBLICATION CITATION	PRESERVATION TREATMENT	CATALOG FOLDER	TREAT. YR	Cons Needs

B. 1.

United States Department of the Interior

NATIONAL PARK SERVICE
CARL SANDBURG HOME NHS
P.O.Box 306
Flat Rock, North Carolina 28731

IN REPLY REFER TO:

D62

March 7, 1983

Memorandum

To: Catalogers

From: Curator

Subject: Update on Accessions to be used in Cataloging CS Collection

To determine appropriate accession number, use the following guidelines:

Accession 1 — 27 Jun 1968 — Mrs. Carl Sandburg — Gift

Household furnishings
Personal objects on view and in storage
Photographs
Mr. CS' clothing and personal items
Personal items belonging to other family members remaining in house (including documentary artifacts; such as, books, magazines, letters, etc.)
Mrs. CS' Farm Office including books (exception is Mr. CS' correspondence and his other documentary artifacts)
Farm Tools and Implements
Documentary Artifacts belonging to Mrs. CS, Helga, Janet, Margaret, Art Golby, and grandchildren (items from these people to CS belong with Accession 86)
Phonograph records (including dust jackets and record covers)
Packages and Containers (normally will be in this accession unless of very significant documentary evidence of CS' library)

Accession 30 — 17 Oct 1972 — University of Illinois — Gift

BOOKS (except those identified as belonging to Mrs. CS, Helga, Janet, Margaret, and grandchildren, also Art Golby—these should be in Accession 1)

Accession 85 — 28 Aug 1969 — Lilian Steichen Sandburg — Purchase

BUILDING FRAGMENTS (from restoration of buildings)
ELEC. & MAG. T&E (removed after 28 Aug 1969 from buildings)
Other items removed from historic buildings that were a part of the buildings when they were purchased in 1969.
Other items found on grounds or around historic buildings will also be included in this accession.

AMERICAN REVOLUTION BICENTENNIAL 1776-1976

Accession 86 19 Jan 1981 University of Illinois Gift

Carl Sandburg's correspondence files
Clippings (newspaper, magazine and others)
Magazines (those identified as belonging to Mrs. CS, Helga, Margaret, Janet, grandchildren, Art Golby should be Accession 1)
Booklets/ pamphlets
Stereoptican Views
Medals
Awards (Honorary Degrees included)
Scrapbooks
Newspapers

Note: This accession primarily covers Documentary Artifacts belonging to CS

Warren R. Weber

Warren R. Weber

United States Department of the Interior
NATIONAL PARK SERVICE
CARL SANDBURG HOME NHS
P.O.Box 906
Flat Rock, North Carolina 28731

IN REPLY REFER TO:

D62

March 7, 1983

Subject: Museum Accessions at CASS

In January 1983 I was asked by Museum Technician James Eldridge for purposes of accurate museum records if we should not make the Agreement with the University of Illinois a new accession, and put all CS library material under this accession.

History

I have reviewed the documents we have and at best I still find them "fuzzy." We are dealing with several different documents. In order they are:

1. Sandburg's sale to the University of Illinois - 1955
2. Mrs. Sandburg's gift to the University in December 1967.
3. Mrs. Sandburg's gift to the U. S. Government in June 1968
4. The Government purchase of Connemara in August 1969
5. The release from the University regarding books in October 1972
6. The agreement between the University and the National Park Service where they release any remaining claims to materials at Connemara dated January 1981.

The reports and letters regarding the 1955 sale are general in nature. It seems to me that Sandburg wanted what he thought was important at the University and the University wanted only what they thought important. My reading of these documents is such that little was specific and no formal sales agreement was ever executed. I think from talking with family members and University representatives that there was some confusion as to just what was sold and just what was bought.

The gift of Mrs. Sandburg to the University is much more specific. She is givin them books, newspaper clippings, and correspondence. In the gift to the Park Service in 1968 Mrs. Sandburg is also specific. She gives us furniture, furnishings and personal objects including linen, china, photographs and Mr. Sandburg's clothing. She excepts books and manuscripts which had been previousl conveyed to the University of Illinois.

AMERICAN REVOLUTION BICENTENNIAL 1776-1976

The release by the University of Illinois to the Park Service in 1972 specifies books.

The 1981 Agreement says the University makes no further claim to any material remaining at Connemara. If materials are discovered of value to the University by agreement with them, and the Park, these items can be placed at the University.

The Park Service over a period of time came to feel that although a lot of the agreements were fuzzy, the University had claims to most of the contents of Connemara , Library being broadly defined. Hence the Superintendent after contact with the University and their apparent cooperative attitude and our better understanding of what we had initiated contact to resolve the status of the collection to everyone's satisfaction.

The University has removed material from Connemara on five different occasions. They removed quantities of materials in 1956. No further activity was undertaken until his death when representatives came twice while Mrs. Sandburg was still at Connemara and removed more material. Since the Park Service has had control the University has removed material twice consisting of over 100 filled document boxes, plus tape and wire recordings, plus phonograph records recorded by Sandburg.

Based upon the records the Curator has decided on the accessions listed in a separate memorandum. (Accessions 1, 30, 85, and 86.).

Be aware that we could get something in the wrong accession. For instance Margaret told the Curator that some of the records in the house were hers. However, this should not interfere with cataloging. If we can correct a mistake we will.

All materials now at Connemara belong to the National Park Service.

There is no need at the present time to go back through our completed catalog cards to redo the proper accession. We will work out a system for dealing with this by January 1, 1984.

Warren R. Weber.

Warren R. Weber
Curator

WORKSHEET

REGISTRATION DATA

CLASSIFICATION
Class 1: H Class 2: C A
Class 3: C A 0 3
Class 4:

OBJECT LOCATION: HS 1 Rm 121 Table 737

CONTROLLED PROPERTY: Y

OBJECT STATUS AND YEAR: E 1974

PARK ACRONYM: CARL

CATALOG NUMBER: 3869

ACQUISITION TYPE: G

ACQUISITION DATE:

ACCESSION NUMBER: 1

OBJECT: Record, phonograph

LOT QUANTIFICATION — ITEM COUNT: 1 STORAGE UNIT:

DESCRIPTION
78 RPM. "Zoro Waller Favorites," black label with gold print.

Note: attach supplemental sheet (see next page)

(Continue on back)

CATALOG DATA

Inscribed by:

Inscription:

Markings:

Cross-Reference:

CS Contents:

SITE OF ORIGINAL COLLECTION/PROVENIENCE
(History) HS 1 Rm 121 Cab 60 Album 3867

SITE OF ORIGIN

CULTURAL IDENTITY

OBJECT DATE: c 1940

HISTORIC/CULTURAL PERIOD

DIMENSIONS/WEIGHT: Diam 25.0 cm

PHOTO NUMBER

OTHER NUMBERS: Victor P131

MEDIUM/MATERIALS: plastic, paper

CONDITION: 1 4

MAINTENANCE CYCLE

IDENTIFIED BY AND DATE

EMINENT FIGURE ASSOCIATION: SANDBURG, CARL

ARTIST/MAKER: RCA Victor

CATALOGER AND DATE: Hellmich, Judy L. 14 May 1986

VALUE AT ACQUISITION, BASIS

CURRENT VALUE, DATE, BASIS: 30 14 May 1986 C

RESTRICTION	REPRODUCTION	PUBLICATION CITATION	PRESERVATION TREATMENT	CATALOG FOLDER	TREAT. YR	Cons Needs

U.S. DEPARTMENT OF THE INTERIOR **MUSEUM CATALOG RECORD - CULTURAL RESOURCES** NATIONAL PARK SERVICE

SUPPLEMENT

CASS X-REF DATAB[illegible] FOR PHONOGRAPH RECORDS

TALOG # 3869

RECORD, PHONOGRAPH

tle of Composition	Musical Artist	Instrument	Vocalist	Orchestra	Conductor
I Can't Give You Anything But Love Baby	Fats Waller	Piano			
The Joint is Jumpin'	Fats Waller	Piano	. . .		

99

Carl Sandburg Home NHS – Archives Assessment

Box Number	Contents
DOC BOX 1	Announcements
DOC BOX 2	Awards
DOC BOX 3	Applications
DOC BOX 4	Books; Booklets; Bulletins; Almanac
DOC BOX 5	Bill-of-sale; Receipt; Statement (monthly bill)
DOC BOX 6	Card, Calling; Membership; Trade
DOC BOX 7	Card, Greeting; Card, Gift, Card, Library
DOC BOX 8	Certificates
DOC BOX 9	Check; Contract; Customs Declaration; Deed; Exchange Medium (Currency); Stamp; Oath of Allegience
DOC BOX 10	Envelope
DOC BOX 11	Invitation
DOC BOX 12	Invoice
DOC BOX 13	Journal; Journal Clipping
DOC BOX 14	
DOC BOX 15	
DOC BOX 16	
DOC BOX 17	
DOC BOX 18	
DOC BOX 19	Magazine
DOC BOX 20	Magazine Clipping; Cartoon; Ad; Magazine, Comic
DOC BOX 21	Manuscript; Typescript
DOC BOX 22	Music, Sheet
DOC BOX 23	Newspaper; Newsletter
DOC BOX 24	Newspaper Clipping; Ad; Cartoon; News Release
DOC BOX 25	Note, Handwritten (by CS)
DOC BOX 26	Note, Typewritten

Box Number	Contents
DOC BOX 27	Note, Handwritten (by Paula Sandburg)
DOC BOX 28	Note (Other)
DOC BOX 29	Notice
DOC BOX 30	Page, Handwritten; Printed; Typewritten, Book Page(s)
DOC BOX 31	Passport
DOC BOX 32	Poem, Handwritten; Printed, Typewritten
DOC BOX 33	Postcard
DOC BOX 34	Poster; Handbill; Leaflet, Press Kit
DOC BOX 35	Program; Menu
DOC BOX 36	Speeches
DOC BOX 37	Telegrams; Cables
DOC BOX 38	Transcript, Radio; Television; Court
DOC BOX 39	Form, Order
DOC BOX 40	Miscellandous (One-of-a-kind) i.e. calendar
DOC BOX 41	Fragment, Paper
DOC BOX 42	Ballot
DOC BOX 43	Packages & Containers; Labels; Packing Slip
DOC BOX 44	Prints (include Commercial Decorative Are & other miscellaneous art)
DOC BOX 45	Drawings
DOC BOX 46	Paper, Writing; Stationery, Letterhead; Stationery, Personalized
DOC BOX 47	Dust Jacket

HISTORIC PHOTO STORAGE

Box	Category of Photograph	
HP-I A	Carl Sandbury only; photo credits known	A-B
HP-I B	Carl Sandburg only; photo credits known	C-H
HP-I C	Carl Sandburg only; photo credits known	I-S
HP-I D	Carl Sandburg only; photo credits known	S-W
HP-I E	Carl Sandburg only: photo credits known	X,Y,Z
HP-II A	Carl Sandburg only; photo credits unknown or non-professional	
HP-II B	Carl Sandburg only: photo credits unknown or non-professional	
HP-III A	Carl Sandburg et al; photo credits known	A-G
HP-III B	Carl Sandburg et al; photo credits known	H-O
HP-III C	Carl Sandburg et al; photo credits known	P-Z
HP-IV A	CS et al; photo credits unknown; 8x10 press photos	
HP-IV B	CS et al; photo credits unknown or non-professional	
HP-V	Sketches, painting, sculptures of CS Exhibits of CS writing Tributes CS School Dedications CS Birthplace Miscellaneous Art Former CS Residences	
HP-VI A	Sandburg Family, Connemara Years Mrs. CS, Margaret, Janet, Helga, John Carl and Paula	
HP-VI B	Sandburg Family, Connemara Years E. Steichen & wife, family, Family & Others	
HP-VI C	Sandburg Family - Elsewhere (Pre & Post-Connemara Years)	

Historic Photo Storage (Continued)

HP-VII A	Historic Animals
HP-VII B	Historic Animals
HP-VII C	Historic Animals
HP-VIII	Historic Structures
HP-IX	Landscapes
HP-X A	Miscellaneous; people unknown or unidentifiable
HP-X B	Miscellaneous; people identified
HP-X C	Miscellaneous; Places, Scenes, Factories, F. Lloyd Wright Bldgs, Collections, Army, Navy, F.S.A., LOOK
HP-A	Negative File
HP-B	Document File for HPs
HP-C	Copies of HPs made by Park (Positives and Negatives)
HP-D	Original Photographs from Bulletin Board Display in Farm Office
HP-E	Steichen Photos
	Stereoviews - Slides
	Problems
	Outsized Boxes